



INTERNAL/EXTERNAL POSTING

Invites applications for a **MÉTIS SPIRIT WORKER** **FULL TIME TERM POSITION**

Classification: HS1, \$21.30 – \$25.22 per hour

Hours of Work: 7.25 hours per day or 36.25 hours per week (1.0 FTE)

Competition Number: 2018038-MSW-P

Location: Portage la Prairie, Manitoba

Job Purpose

Under the supervision of the Supervisor, the Métis Spirit Worker will assist young adults who have reached the age of majority in achieving mastery of life skills by providing individual counselling, aligning resources, facilitating focus groups, and coordinating for the Métis Spirit Program. It is the responsibility of every position to provide, where requested culturally relevant service or assist with access to such service.

Key Responsibilities and Activities

- Assist youth with accessing and navigating appropriate/relevant resources that may include education, bursaries, scholarships, housing, employment, EIA, etc.
- Collaborate with other MCFS resources and programs
- Write reports, correspondence, incident reports, disbursements, etc.
- Maintain a data base for program statistics related to service usage and needs
- Attend team meetings and circles with Family Service Workers, and families.
- Facilitate and participate in various support meetings for young adults
- Coordinate two Focus Groups per year for youth and young adults who are in or have transitioned out of MCFS
- Coordinate volunteers with the Métis Spirit Program
- Co-facilitate and plan with the Family Enhancement Program, Skills for Life Program and other support groups for youth and young adults who are in or have transitioned out of MCFS care
- Assist with the planning and preparation and implementation of Youth Celebrations
- Record observations and complete bi-weekly contact notes, provide documentation to workers as required
- Prepare handouts, pamphlet, program reports, program overview, program evaluation form, and other documentation as required for the Métis Spirit Program
- Attend various training workshops as approved by the Program Manager
- Attend various meetings as required, e.g., unit, staff, etc.
- Other duties as assigned

Education and Experience:

- Post-Secondary Certificate in Social Sciences
- Three years experience working with youth and/or young adults
- Experience in programming, co-facilitating, conducting group work conferences and seminars
- Experience working with Métis and Inuit people.

Knowledge, Skills and Abilities:

- Demonstrated understanding of Métis and Inuit culture and communities
- Computer skills using Microsoft Office, Word and Excel
- Ability to maintain highly sensitive and confidential information
- Ability to work cooperatively within a team environment
- Ability to assist with program development

Please submit your resume under cover letter stating competition number to:

Michif Child and Family Services,
Attention: Human Resources.

Email: hr@michifcfs.com

Applications will be accepted until 12:00 pm, Friday, November 16, 2018.

*We thank all who apply, however, only those selected for an interview will be contacted.
Preference will be given to Métis and/or Inuit applicants.*