



# Métis Family Connections Navigator

POSITION: PERMANENT FULL-TIME (37.5 hours per week)

LOCATION: MNBC Regional office (Vancouver Island & Powell River) | Victoria B.C

CLOSES: Posting will remain open until filled and will close without notice

## ABOUT MÉTIS NATION BRITISH COLUMBIA

Métis Nation British Columbia (MNBC) develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism, MNBC strives to build a proud, self-governing, sustainable Nation in recognition of inherent rights for our Métis citizens, assisting in the delivery of services based on policy, process, and specified regulations.



MNBC's ***Employer of Choice Initiatives*** offers employees a competitive total compensation package including:

- ✓ comprehensive group benefit package or health-care spending account and enrollment in the Municipal Pension Plan
- ✓ 15 paid days per year for statutory and cultural days (Indigenous Peoples Day, Truth and Reconciliation Day, & Louis Riel Day)
- ✓ carpool, parking & public transit subsidies (Provincial Office only)
- ✓ educational spending account and professional development allowances to provide annual funding to continue lifelong learning and skills upgrade.
- ✓ remote workplace supports.
- ✓ internal advancement & redeployment opportunities

## ABOUT THE OPPORTUNITY

We are seeking a highly motivated, team-orientated individual to join our Early Years team as a Métis Family Connections Navigator with the Ministry of Education.

Reporting to the Early Years Manager or their delegate, the primary purpose of the Métis Family Connections Navigator is to provide information and referral support to ensure Métis children (birth to 8 years old) and their families are connected to culture, programs, early years' services, and childcare within their community. The Métis Family Connections Navigator assists the Early Years Manager to deliver all aspects of the program and services to the Vancouver Island South.

## **KEY DUTIES AND RESPONSIBILITIES**

- Conducts community outreach with children (birth to 8 years old) and their families, and records the information to assess the immediate and long-term needs of the families
- Enrolls Métis families into the MNBC Métis Family Connections, resource and referral program
- Refer families to professionals, programs, agencies, and services within their community
- Distributes Métis Family Connections materials and information to families
- Documents barriers for Métis families in accessing Early Years programs and services and advocates on their behalf to resolve the barriers
- Plans and coordinates meetings and events, as required
- Attends Métis Chartered Communities and stakeholder meetings, as required
- Carries out various administrative tasks, as assigned
- Reports activities to the Early Years Manager, as required

## **THE IDEAL CANDIDATE**

- Degree or diploma in Early Childhood Education, Community Support Work, K-3 Education or related field, and
- Minimum of four (4) years' experience in the early years' field or public-school system
- Previous education and/or experience working with children (birth to 8 years) and families
- Combination of relevant experience, education, and training will be considered.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Demonstrated ability to effectively communicate both verbally and in writing
- Ability to lead, problem solve, and utilize team-building skills
- Proven ability to utilize strong interpersonal skills to deal with others effectively
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision
- Proven ability to utilize, adapt and embrace new technologies, including Word, Excel and other database/software required by the role

## **OTHER COMMENTS**

- Other duties may be assigned as needed to help ensure the efficient operation of MNBC.
- There will be a need to attend meetings and events which may require work and travel outside of the normal business hours.
- Ability to provide a satisfactory Criminal Record Check.
- Valid BC Class 5 Driver's license and access to reliable personal vehicle for work purposes.

*The above requirements are what MNBC is seeking in the ideal incumbent at the time of posting and are subject to change based on needs.*

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants who self-identify as Aboriginal (First Nation, Métis or Inuit). All qualified candidates are encouraged to apply.*

**PLEASE NOTE THAT CANDIDATES MUST APPLY using “Métis Family Connections Navigator – Vancouver Island South” in the subject line of email. Please send your resume and cover letter to:**

Carol Kerfoot  
Métis Early Years Manager  
Métis Nation British Columbia  
Email: [ckerfoot@mNBC.ca](mailto:ckerfoot@mNBC.ca)

MNBC is committed to promoting the health, safety, and well-being of all staff during the COVID-19 pandemic. The safety of our employees and Chartered Communities is paramount, and vaccination against COVID-19 is a key public measure to reduce the spread and severity of the virus and its variants. As such, all employees are required to be vaccinated against COVID-19.

**Candidates for employment must provide Proof of Vaccination, to be verified by Human Resources, as a mandatory condition of their employment.**