



JOB DESCRIPTION

JOB TITLE	Métis Family Connections Navigator – Early and Secondary Years
CLASSIFICATION LEVEL	Coordinator 1
MINISTRY/DEPARTMENT	Education
REPORTS TO	Manager, Family Programs and Services
DATE CLASSIFIED	

This Job Description is currently under review

POSITION SUMMARY

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 Lower Mainland. Early Years team as a Métis Family Connections Navigator with the Ministry of Education

LOCATION

- Provincial Head Office – Surrey, BC.

DUTIES & RESPONSIBILITIES

- Conducts community outreach with children (birth to 8 years old) and their families, and record the information in order to assess the immediate and long-term needs of the families
- Enrolls Métis families into the MNBC Métis Family Connections, resource and referral program
- Refers 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
- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

Supervision Given

- None

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QUALIFICATIONS

- Diploma in Early Childhood Education, Community Support Work, K-3 Education or a related field from a recognized, post-secondary institution.
- 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.
- A combination of relevant experience, education, and training may be considered.
- 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.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

MNBC VALUES

- **Manâcihitowin (Respect)** - We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtisihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim'sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.