



MANITOBA METIS FEDERATION INC.

The Manitoba Metis Federation (MMF) is the self-government representative that promotes the political, social, cultural, and economic interests and rights of the Métis Nation's Manitoba Métis Community. In addition, the MMF delivers programs and services to our community including: child and family services; justice; housing; youth; education; human resources; economic development and natural resources.

The *Metis Employment and Training Department (MET)* seeks to fill one full time **Retention & Support Worker** position located at the **MMF Home Office in Winnipeg, MB** remuneration is \$27,080 - \$39,159 per annum, depending on qualifications and experience.

Retention & Support Worker - Winnipeg, MB

As part of the MET Recruitment team and working under the supervision and direction of the Recruitment Coordinator, the Retention & Support Worker, is responsible for assisting in the recruitment, documentation and assessment of trainees for MET project based training initiatives, monitoring trainee progress & attendance during training; and assisting trainees in their post training employment search and development of job search strategies. In addition, The Retention & Support Worker also conducts assessments of clients to determine employment needs and eligibility for MET programs and services; determines client training/employment readiness; counsels, develops action plans and negotiates financial supports with clients; and provides clients with job search assistance, referrals to counseling or community services, and labor market information; and provides ongoing counseling support to clients during employment and training activities

Skills and Qualifications:

- Post-secondary degree, certificate or diploma in the Social Sciences field or an equivalent combination of education, training and experience and/or prepared to undertake training to fully meet the requirements of the position
- Relevant Employment/Career/Education Counseling experience
- Demonstrated Case Management experience
- Experience establishing and maintaining positive working relationships with a diverse array of partners, clients, and co-workers
- Proficient in MS Word, Excel, Outlook, Power Point, and Internet Explorer
- Sound judgment, problem solving and decision making skills
- Effective interpersonal and communication skills that convey ideas clearly, concisely and in a timely manner including respectful listening, writing and speaking
- Ability to use judgment and initiative in dealing with client caseload & workflow
- Experience working with not-for-profit organizations, volunteer boards & committees & with the Aboriginal community
- Valid Driver's License and able to travel

Preference will be given to qualified Métis applicants. Qualified applicants are encouraged to apply and self-identify on their resume. The MMF appreciates the interest of all applicants; however, only those individuals considered for an interview will be contacted.

We offer a competitive benefits package which includes but not limited to: health and dental insurance, life insurance, accidental death and dismemberment, short term and long term disability and a retirement savings plan.

Please forward covering letter and resume by Monday, February 20, 2017 to the MMF Metis Employment & Training Department, 300-150 Henry Ave., Winnipeg, Manitoba R3B 0J7, email to: metresumes@mmf.mb.ca or fax to (204) 947-3251

All of our job postings can be viewed at www.mmf.mb.ca or www.mmfemployment.ca