



# Otipemisiwak Métis Government

## Métis Nation within Alberta

780-455-2200 · 1-877-454-0684 · albertametis.com  
Delia Gray Building · 11738 Kingsway Avenue · Edmonton, AB · T5G 0X5

---

### **Métis Family Connections Liaison**

**Location:** Métis Nation of Alberta Provincial Office (11738 Kingsway NW, Edmonton, AB)

**Closing Date:** May 13, 2024, or Until Suitable Candidate is Found

**Position Status:** Full-time (40 hours/week), Permanent

### **The Organization**

Since its inception in 1928, the Métis Nation of Alberta (MNA) has governed the Métis within Alberta. The MNA is led by a democratically elected Council. This Council works toward the mandate of the MNA, supporting practices of transparency, accountability, and inclusiveness for Métis Albertans in governments' policy and decision-making processes. The MNA promotes and facilitates the advancement of Métis people through self-reliance, self-determination, and self-management. For more information about the MNA, visit <http://www.albertametis.com>.

### **The Opportunity**

Reporting to the Manager of Community Connections, the Métis Family Connections Liaison is committed to improving access to, and navigation of, internal and external resources for Métis Albertans. The Métis Family Connections Liaison will provide culturally sensitive, client-centered supports to Métis children and families, have knowledge of supporting people with complex issues, provide Métis cultural information and awareness, and act as a liaison to support the socio-economic needs of MNA citizens. Additionally, the candidate will facilitate cultural presentations to Family Resource Network staff and community organizations. The successful candidate will have experience with program implementation and evaluation, some knowledge of Child and Family Services processes, have a good understanding of Métis culture and values, and have excellent analytical, written, and oral communication and relationship building skills.

### **Key Responsibilities**

- Serve as a primary point of contact for Métis Albertans seeking resource assistance through the Family Resource Networks.
- Maintain a catalogue of resources for referral, including but not limited to MNA specific programs and services, Family Resource Network specific resources, and other community and provincial resources.
- Connect with internal and external supports, services, and resources to maintain an up-to-date catalogue for Métis Albertans.
- Track barriers to accessing internal programs and services, maintaining documentation of all encounters, and completing reporting requirements according to organizational standards.
- Work collaboratively with internal and external professionals and be a part of a multi-disciplinary team.

- Support Métis children and families by acting as an advocate, and help navigate systems such as: health, social services, education, housing, etc.
- Build trust and rapport with families while supporting the needs and best interests of the child/family.
- Facilitate cultural presentations to Family Resource Network staff and community organizations.
- Participate and represent the MNA in community engagements, professional conferences, in-service trainings, meetings, and other opportunities.
- Support departmental activities and tasks.
- Other duties as required or assigned.

### **Skills & Competencies**

- An in-depth understanding of the Métis Nation of Alberta and Métis culture, people, and values.
- Exceptional interpersonal, verbal, and written communication skills, with an ability to effectively facilitate presentations.
- Excellent organizational and time management skills, with the ability to be flexible and allocate time and resources effectively.
- Ability to maintain confidentiality when handling sensitive information.
- Culturally sensitive, trustworthy, and compassionate.
- A proven track record of building collaborative, positive relationships with a variety of internal and external stakeholders, including clients, industry, service providers, and community.
- Ability to maintain a positive, helpful attitude and be professional, empathetic, and non-judgmental when assisting Métis Albertans.
- Ability to provide constructive and positive feedback to others and be able to accept the same.
- Ability to work effectively in a stressful environment and communicate and respond calmly in difficult situations.
- Flexible and adaptable, with the ability to handle changing priorities and requirements.
- Ability to work independently and in a team environment.
- Ability to produce professional documents, reports, and presentations.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Ability to identify issues and implement creative and strategic solutions to overcome problems.
- Ability to effectively manage a high case load.

### **Qualifications**

- Post-secondary Degree/Diploma in Social Sciences, Health Sciences, or related field.
- Two (2) years' experience working in the Human Services field.
- Indigenous Awareness Training is an asset.
- Working knowledge of the Child and Youth Enhancement Act, Freedom of Information and Protection of Privacy Act, and Protection of Personal Information Act.

### **Other Requirements**

- Ability to work a regular schedule of Monday – Friday, 8:30 AM – 4:30 PM, with occasional evenings and weekends as required.

- Some travel within Alberta is a requirement. Additional less frequent out-of-province travel may also occur, with notice.
- Must have a driver's license and an operational vehicle.
- Clear Criminal Record Check with Vulnerable Sector Check required and renewed every two years.
- Clear Child Intervention Record Check required and renewed every two years.

### **What We Offer**

- An opportunity to work for the newly ratified Otipemisiwak Métis Government and be a part of the largest Indigenous Government in Canada.
- An opportunity to learn about Métis culture, languages, and art.
- Meaningful work in a fun and supportive work environment.
- Training and professional development opportunities.
- A comprehensive benefit package and employer contributions to Pension Plan.
- 3 weeks paid vacation.

To apply for this opportunity, please apply online at <http://albertametis.com/careers/>

*The Métis Nation of Alberta thanks all applicants for their interest. Only applicants selected for an interview will be contacted. No phone calls please.*

