

JOB DESCRIPTION

JOB TITLE	Métis Family Connections Program Navigator
MINISTRY/DEPARTMENT	Ministry of Education
REPORTS TO	Manager, K-12 Education or Manager, Family Programs and Services
JOB FAMILY	Nation Support
CLASSIFICATION LEVEL	Level 2
DATE CLASSIFIED	August 2024

POSITION SUMMARY

The Métis Family Connections Program Navigator is to empower Métis families by connecting them with cultural resources, programs, and services, out-of-school care, academic supports and access to post-secondary skills training and planning supports. This position supports the delivery of comprehensive services across the province by providing information on an array of resources and documenting barriers to accessing culturally relevant programs and services that promote academic success and well-being.

The Navigator facilitates vital connections within the community, fostering opportunities for networking with families and community members by hosting and supporting various family gatherings and events aimed at enhancing the connectedness and cultural knowledge of Métis families.

LOCATION

- Provincial Office – Terrace, BC.

DUTIES & RESPONSIBILITIES

- Enrolls children and youth (9–18 years old) into the Métis Family Connections – Elementary and Secondary Years Program and distributes relevant program information to families.
- Supports families on a course of action and refers families to relevant programs offered by community partners, school districts, and other MNBC Ministries.
- Conducts community outreach with children and youth (9 to 18 years old) and their families, and records and reports pertinent information to assess the immediate and long-term needs of the families.
- Communicates with families and collaborates on assessing their individual needs and supports families on a course of action. Provides a culturally safe demeanor and presence for vulnerable families to seek the appropriate support that will provide opportunities for their children and youth.
- Maintains integrity and keeps informed of all current MNBC programs, services, and ministries, and assists families in discovering and utilizing these resources.
- Gains knowledge of local, provincial, and nationwide support systems and advocates for inclusive policies and initiatives that benefit Métis families by compiling all information collected from families and identifying trends and barriers. Makes informed decisions on what to communicate and record in a respectful culturally safe, trauma-informed way to reflect accurate and important information.
- Collaborates with others to provide educational opportunities and attend plan and organize events, and family gatherings that enhance the connectedness of Métis children and families.
- Attends community partner meetings and builds strong relationships with the community to support collaboration.



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- Provides guidance and opportunities for learning to families, community, education partners and staff, and participates in community discussions regarding elementary and secondary years programs and services while considering the Métis perspective.
- Supports the K-12 Manager in the creation and implementation of education agreements in collaboration with Chartered Communities and school districts.
- Carries out various administrative tasks including monthly reports of activities and statistics that inform our funders that we are meeting the objectives of our contract deliverables.
- 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

QUALIFICATIONS

- Diploma in K-12 Education Community Support, Early Childhood Education, Youth and Child Care, or a related field from a recognized, post-secondary institution.
- Minimum of three (3) years' experience in Education, Community Support, Social Work, Child and Youth Care or Family Resource programs.
- A combination of relevant experience, education, and training may be considered.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Demonstrated 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 Office 365 applications and other databases/software required by the role.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of a Class 5 driver's licence is required.
- The completion of a Criminal Record Check and Vulnerable Sector Check.

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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.