



Vision

Our vision is that all Métis children, youth and families live with love, honour, dignity and respect knowing they belong to a strong, proud People with a unique heritage and cultural identity.

PART-TIME EMPLOYMENT OPPORTUNITY

Position: Michif Youth Services Team Assistant

Hours of Work: 3 days per week (8:30-4:30); 21 hours per week

Job Location: Kikékyelc: A Place of Belonging

Geographic Catchment Area: Tkemlúps te Secwépemc within the unceded Secwépemcul'ecw, and the chosen home of the Two Rivers Metis Society

Reports to: Michif Youth Services Team Leader

Position Overview:

The Michif Youth Services Team Assistant will provide administrative and practical support with day-to-day casework of files on the Michif Youth Services Team. They will work alongside the delegated social workers to support children/youth in achieving their identified goals to support permanency and/or independence, including reconnections with family, natural supports, cultural identity, and community. The Delegated Guardianship & Youth Services Team Assistant will conduct their duties in a manner that adheres to the LMO Michif Practice Model.

Primary Duties

- Maintains regular records (and documents in ICM as required) and provides reports to the case manager and team leader as required
- Supports with the maintenance of physical files for the Youth Services Team and Kikékyelc.
- Prepares payment requests for purchases/payments related to youth files. Provides payment request to Case Manager, TL and ED (as required) and submits to the finance department.
- Supports case managers with the completion of case related documentation in alignment with the Michif Practice Model
- Submits payment information for delegated files into ICM/MIS for approval.
- Transports clients to/from appointments, community events, etc. as required.
- Participates in the development, modification, and evaluation of client plans in line with the Michif Practice Model in collaboration with a child/youth's natural support network and case management team.
- Regularly participates in integrated case management meetings to report clients' activities and progress, supports Case Manager to document meetings, including next steps.
- In collaboration with a delegated social worker, the Michif Youth Services Team Assistant gathers information relevant to the child/youth's needs through interviewing, observing behaviour, meeting with family members, service providers and other significant connections to the child/youth by using a variety of strategies identified in the LMO Michif Practice Model.
- Outlines services provided and, in consultation with a case manager, provides information on and referral to other community service providers, resources and professionals as required.
- Follows up with individuals post-move-in to ensure they are well supported and prevent the loss of housing or breakdown of placement
- Other duties as assigned or required

Qualifications:

- Diploma in the field of Human or Social Services or related field

- 2 years related experience working with peoples of Indigenous ancestry
- Knowledge of Métis history, culture, and community

Working Conditions:

- Travel in this position is required
- Potential for violence in the workplace
- Comfortable with supporting parents in their individual home settings
- Ability to perform the requirements of the job, which include working independently with Metis parents who may experience cognitive delays and/or challenges with substance misuse, mental health, or other trauma-related behaviours
- Supervision received – frequent consultation with direct supervisor with directive and regular review of the work performed. Must comply with the expectations of the Michif Practice Model.

Conditions of Employment:

- Must be able to obtain and maintain a Criminal Records Check
- Must consent to a Prior Contact Check
- Must be able to obtain and maintain a valid BC Driver's License
- As per Section 16 of the Federal Charter of Human Rights Act, preference will be given to applicants of Indigenous Ancestry.

Compensation:

- \$27.48 – 30.96 per hour. Classification: Delegated Program Assistant (PSJEP Grid 9) of the BCGEU Indigenous Services Collective Agreement Wage Grids. Benefits & pension following a successful probationary period.

Application Process:

- Please send a letter of interest explaining why you believe you are qualified, along with an updated resume, to Corryna Fladmark, Human Resources at human.resource@lmofcs.ca. **Please Note: Only shortlisted applicants will be contacted.**

Application Deadline: Ongoing until filled.

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