



# MÉTIS CAPITAL HOUSING CORPORATION

## Contract Transport Worker—Métis Capital Housing Corporation (FRP)

**Locations:** Edmonton

**Positions :** 1

**Closing Date:** March 17, 2023

**Position Status:** Full Time (40 hrs. per week) for 6—8 weeks

### THE ORGANIZATION

Métis Capital Housing Corporation (MCHC), an affiliate of the Métis Nation of Alberta, was *incorporated in 2009* to provide *affordable, adequate and suitable* housing to moderate income Indigenous families in Alberta. We currently have 370 units in 5 *urban centres*. MCHC employs over 40 full and part time staff; together we oversee tenant relations and property management needs for thousands of tenants. Unlike any other subsidized property management company in Canada, together with our sister organization Métis Urban Housing Corporation, we offer housing across the province of Alberta and are the *largest Indigenous housing provider in Alberta*. For more information about Métis Capital Housing and its sister organization Métis Urban Housing Corporation (MCHC), visit our website at [www.metishousing.ca](http://www.metishousing.ca)

### THE OPPORTUNITY

The Transport Worker is responsible for supporting individuals and families with transportation services. Focus time spent with family while driving to appointments, or phone and text coordination and check-ins to work towards reaching the service plan goals.

### KEY RESPONSIBILITIES

- Provide transportation to the residents as required.
- Drive 7—15 passenger vehicles.
- Keep accurate paperwork and fill in log sheets. Recording departure/arrival times.
- Time management—follow busy schedule for dropping off and picking up families.
- Transportation Support Worker requires excellent verbal and interpersonal skills.
- Able to build relationships with a variety of families and children based on mutual respect and trust.
- Have patience with children.
- Able to lift up to 50lbs and transfer car seats from vehicle to vehicle.
- Maintain professional boundaries with staff and clients.
- Provide a current and clear Police Information Check and Intervention Record Check.
- Codes, policies, regulations and procedures related to the Family Reunification Program & Métis Capital Housing Corporation which affect the operation.
- Must have some knowledge and an understanding of Aboriginal culture, tradition and historical trauma. Confidentiality is an essential requirement.
- Must be committed to being a team player, encouraging the efforts of others and working to meet team goals; committed to fostering effective teamwork, both within the organization and between the organization and its stakeholders. Also must be able to work independently.

### QUALIFICATIONS

#### *Education and other requirements*

- Grade Twelve Diploma with a minimum of 5 years of related work experience.
- Current First Aid and CPR certificates.
- Clear Criminal Record Check and Intervention Record Check.

## HOW TO APPLY

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position by email to: [hr@metiscapital.ca](mailto:hr@metiscapital.ca) or by Fax: 780-452-1076. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.