

**Family Support Worker—Métis Capital Housing Corporation (FRP)**

**Locations:** Edmonton

**Positions :** 1

**Closing Date:** Until suitable candidates are found.

**Position Status:** Full Time (40 hrs. per week)

**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 Family Support Worker (FSW) is responsible for supporting individuals and families with a philosophy of building on strengths and supporting the Resident's challenges.

**KEY RESPONSIBILITIES**

***Administrative***

- Foster a team approach with other staff and other stakeholders.
- Performs administrative duties and prepares contact notes and other documentation as requested by FSW Lead.
- Respect confidentiality at all levels within the organization.
- Ensure adherence to laws, regulations, and policies to ensure safe and professional standards of practice.
- Show personal leadership within the program through setting priorities, meeting timelines, and continuously improving the FRP operations.
- Report all pertinent disclosures to management, ensuring the safety and well-being of program residents.
- Know and observe the Child, Youth, and Family Enhancement Act

***Resident Relations***

- Provides transportation to the residents as required.
- Builds trust and respect with the program residents to work towards healthy living.
- Supports Program Residents by carrying out the individualized family plans under the direction of the FSW Lead.
- Build relationships with program Residents and agencies based on mutual respect and trust with the ability to remain non-judgmental.
- Provide child care support when required, using this opportunity to teach and use creativity to engage and mentor children of all ages.
- Mentor healthy parenting, family routines, cooking, etc. for program residents and staff.
- Navigate effectively through a crisis and violent situations.
- Assist families in the move-in process.
- FSW will build rapport and provide support, check on family, assess the suite, and offer guidance when required.
- Foster a team approach with other staff and other stakeholders.

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**KEY RESPONSIBILITIES (cont.)**

***Program Maintenance***

- Ensure common areas in the FRP facility and Resident suites are maintained and kept clean to meet the Residential Tenancies Act, including a weekly inspection report.
- Attend and participate in monthly staff meetings.
- Performs other duties as required, such as planning and setup for FRP events and activities and transportation as needed.

**QUALIFICATIONS**

***Education and other requirements***

- Grade Twelve Diploma with a minimum of 1-3 years of Human Services related experience and an equivalent combination of education and relevant work experience.
- Current First Aid and CPR certificates.
- Mandatory Criminal Record Check and Intervention Record Check.

***Knowledge, skills, and abilities***

- Must be governed by the Code of Ethics and follow the guidelines of their respective professional association, i.e., Alberta College of Social Workers and Child and Youth Care Association of Alberta.
- Must be a strategic thinker and problem solver who can anticipate challenges, determine required outcomes, and use innovative approaches to develop supportive systems with Residents and supports.
- Knowledge and experience working with families who have experienced trauma, addictions, and emotional or mental challenges, including Fetal Alcohol Spectrum Disorder, Attention Deficient Disorder, Oppositional Deficient Disorder, Reactive Detachment Disorder, and other cognitive disabilities.
- Possess knowledge and understanding of Indigenous cultures, traditions, and historical trauma.
- Possess practical conflict resolution skills.
- Be willing and available to work evenings and weekends as required to remain flexible in scheduling.
- Transportation may be required.

**WHAT WE HAVE TO OFFER YOU**

- The opportunity to work with a non-profit Indigenous organization.
- Helping to make a difference in the lives of Métis and other Indigenous peoples .
- A comprehensive benefits plan including: life insurance, disability, health, and dental.
- Generous vacation time
- Personal time off days
- Personal development
- Competitive compensation

**HOW TO APPLY**

Applicants should send a resumé 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: 587-855-6470. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.