



### *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.*

## **EMPLOYMENT OPPORTUNITY**

**Position:** Métis Citizenship Coordinator for Children and Families

**Term:** Permanent Full-Time

**Geographic Catchment Area:**

Kamloops which is located in the unceded territory of the Secwépemcul'ecw and home of the Two Rivers Métis Society.

**Reports to:** Executive Director

**Position Overview:**

Lii Michif Otipemisiwak Family and Community Services (LMO) is a not-for-profit Métis child and family services agency with a mandate to support the safety and wellbeing of Métis children, youth and families in accordance with the teachings and values of Métis People. We are currently seeking a motivated, inquisitive individual to support the completion of Métis Citizenship applications for Métis children, youth, and families receiving services from LMO.

**Duties and Responsibilities:**

- Meets with youth and parents receiving services from LMO to gather information for the purpose of completing Métis Citizenship applications
- Researches and collects relevant and required information and documents for the completion of Métis Citizenship applications
- Checks Métis Citizenship applications for accuracy and completeness
- Submits Métis Citizenship applications on behalf of youth or families via mail or online submission
- Liaisons with Métis Nation British Columbia Ministry of Citizenship and Registry and Two Rivers Métis Society
- Coordinates and facilitated honouring ceremony for the distribution of Citizenship Cards
- Ensures copies of Métis Citizenship Cards are retained on a child, youth or guardian's LMO file
- Other duties as requested by the Executive Director

**Qualifications & Requirements**

- Minimum of Grade 12 diploma; post secondary study in research related studies preferred
- Cultural competence with a solid understanding specifically of Métis history, values, and culture
- Demonstrated experience in genealogy and family history research
- Demonstrated ability to maintain confidentiality and a confidential filing system
- Demonstrated experience delivering culturally safe and trauma informed services and working respectfully with Indigenous Peoples.
- Demonstrated ability to be independent, responsible, creative, innovative, resourceful, highly organized, and efficient
- Demonstrated ability to work within a high-paced, high-energy, and high-stressed work environment
- Demonstrated ability to remain calm, respectful, and de-escalate challenging confrontations and situations
- Demonstrated ability to manage multiple requests and prioritize appropriately
- Experience working in a Métis or other Indigenous organisation an asset

**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
- Must have access to a safe and reliable vehicle
- As per section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous Ancestry.

**Salary:**

- Wage is in Accordance with the BCGEU Indigenous Services, Community Living Services and General Services Wage Grid

**Application Process :**

Please send your resume and three professional references to LMO Human Resources, Corryna Fladmark, at [human.resource@lmofcs.ca](mailto:human.resource@lmofcs.ca).

**Deadline: January 7, 2022**

Learn more about us by visiting our website at <http://lmofcs.ca> & Facebook Page: [Lii Michif Otipemisiwak Family and Community Services](#)

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