**MANITOBA MÉTIS FEDERATION**

**EMPLOYMENT AND TRAINING COUNSELLOR**
**August 26, 2026**
**Posting #26-02-004**

The Manitoba Métis Federation (MMF) is the democratically elected National Government of the Red River Métis, also known as the Manitoba Métis. The Red River Métis are a distinct Indigenous Nation and People, and Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill **one full-time Employment and Training Counsellor** position within our **Métis Employment & Training Department** located within our MMF Interlake Regional Office in **St. Laurent, MB**.

***Job Duties/Competencies:***

- Conduct assessments of clients to determine employment needs and eligibility for MET programs and services;
- Assess client needs through an interview process, gather information and determine eligibility, determine client training/employment readiness, career/education goals;
- Provide clients with job search assistance, information on programs, services and community resources, referrals to counselling or community services, and labour market information;
- Develop appropriate employment and training plans with clients and match the identified employment needs with appropriate MET programs or services;
- Provide ongoing counselling support to clients during employment and training activities;
- Prepare and monitor cash flows and other financial documentation for client files;
- Research and access labour market information and job postings utilizing the Internet, local newspapers and other professional publications;
- Establish and maintain a network of contacts with community resource programs, school divisions, training institutions, and other government programs and services.

***Skills and Qualifications:***

- Post-secondary education and experience in the Social Sciences field or an equivalent combination of education, training, and experience;
- Minimum of two years of experience in employment/career counselling;
- Experience facilitating presentations and workshops to client groups;
- Intermediate knowledge of Microsoft Word, Excel, Outlook, Power Point, and computerized case/client management data systems;
- Experience establishing and maintaining solid working relationships with a diverse array of partners, clients, and co-workers;
- Strong client orientation and quality assurance skills, organizational skills with the ability to manage multiple priorities, work under pressure and adapt to conflicting and tight deadlines;
- Experience working with Indigenous non-profit organizations, volunteer boards & committees is preferred;
- Knowledge of Red River Métis culture and MMF programs and services is a definite asset; and,
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

We offer a comprehensive benefits package including; health, dental, vision, pension, and vacation.

**Please submit your resume and cover letter, referencing the job posting number by September 9, 2026.**

The MMF requires a satisfactory criminal record check prior to commencement of employment. The MMF will accept existing criminal record checks if dated within 3 months of your start date. Obtaining this document is not a guarantee of employment.

**Preference will be given to qualified Red River Métis applicants and they are encouraged to self-identify on their cover letter. The MMF encourages internal applicants to apply for career opportunities within our Government.**

MMF Human Resources Department
300-150 Henry Ave, Winnipeg, Manitoba R3B 0J7
Email to: jobs@mmf.mb.ca

All our job postings can be found at: www.mmf.mb.ca.