



## MANITOBA MÉTIS FEDERATION

### CLIENT SERVICES WORKER

May 21, 2026

Posting #25-02-019 (REPOSTED)

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 Client Services Worker** position within our **Métis Employment and Training Department** located within our MMF Southwest Regional Office in **Brandon, MB**. The Client Services Worker will interview and complete the intake process with clients to determine employment and training needs and eligibility for MET programs and services. The Client Services Worker serves as the initial point of contact for the department for clients seeking employment and training information or service. **This is an 18-month term position with the possibility of extension.**

#### **Job Duties/Competencies:**

- Complete intake application process with clients, assessing client need by completing a needs determination interview to identify their reason for seeking assistance, gathering relevant client information and verifying client eligibility;
- Provide referrals for clients to other departmental staff for more in-depth discussions of employment and training needs;
- Assist clients with job search skills by assisting with preparation of resumes and cover letters, job search strategies, and preparing for job interviews;
- Research and access labour market information and job postings utilizing the Internet, local newspapers and other professional publications;
- Promotes MET programs and services, communicates policies, procedures and guidelines to clients and the general public.

#### **Skills and Qualifications:**

- Administrative or Clerical related post-secondary certificate or diploma or equivalent combination of education and experience;
- Minimum of 2 years' experience in administrative support services;
- Experience using database systems;
- Experience taking accurate meeting minutes and meeting notes;
- Experience establishing and maintaining good working relationships with a diverse array of partners, clients, and co-workers;
- Experience working for a not-for-profit organization and Indigenous community is an asset;
- Knowledge of Red River Métis culture, MMF programs and services is a definite asset; and,
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

**Please submit your resume and cover letter, referencing the job posting number. This position is open until filled.**

The MMF is committed to providing an inclusive and accessible recruitment process. If you require accommodation during any stage of the recruitment process, please let us know and we will work with you to meet your needs.

**The MMF requires satisfactory background checks prior to commencement of employment. The MMF will accept existing background 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](mailto:jobs@mmf.mb.ca)

All our job postings can be found at: [www.mmf.mb.ca](http://www.mmf.mb.ca).