



**METIS SETTLEMENTS GENERAL COUNCIL**  
**Employment Posting – Western Settlements Position**  
**Trauma Informed Cultural Support Workers Residential/Indian Day Schools**  
**and Missing Murdered Indigenous Women and Girls (MMIWG)**

**Date Posted:** June 2, 2025 **Closing Date:** Posting will remain posted until suitable candidate is hired.

**Full time Grant Position:** Metis Settlements General Council

**Term of Employment:** June- March 31, 2026 with a possibility of extension pending grant funding

**Rate of Pay:** \$4,583.33 to \$5,000.00 per month - Pending on education and experience

**Reports To:** Metis Settlements Health Board Coordinator/Health and Cultural Support Coordinator

**Background:** The Metis Settlements General Council recognizes that Indian Residential/Day Schools did tremendous harm to Indigenous People, as we continue to see the consequences of the abuse suffered in these schools. The consequences of the abuse suffered in these schools continues to have an intergenerational effect and helping individuals, families and communities heal is critically important.

Equally important is the need to address the issue of Missing and Murdered Indigenous Women and Girls, and through commemoration we will honour truths, support healing, create awareness and advance reconciliation.

**Position Summary:** This grant funded position is a full-time grant funded position for this fiscal year (June 2025 to March 31, 2026 with a possibility of extension. The MSGC is seeking a highly motivated individual to provide front line services and program expertise in collaboration with the Trauma Informed Health and Cultural Support Coordinator with respect to a range of services that support the design and delivery of culturally responsive and dignified trauma informed health and wellness supports and programs for individuals, families and communities that have been impacted by Residential/Day Schools and MMIWG.

**Responsibilities and Activities:**

- Ensure survivors and family members have access to ongoing culturally appropriate community-based health and cultural supports.
- Conducting community outreach to inform community members about available support services through community forums, sharing circles and attend community events.
- Work with partners to inform survivors and family members about support services, including eligibility criteria and where possible, assist clients to access services.

- Providing/facilitating workshops and support groups locally.
- Providing information to schools, college/university, and other organizations about the impacts of Residential/Indian Day Schools and MMIWG
- Networking and relationship building to provide seamless and appropriate support to clients (such as Alberta Family Information Liaison Unit (FILU))
- Provide frontline professional, emotional, and psychological support to claimants/plaintiffs pre, during and post resolution processes.
- Gather stories, information on the Metis Settlements experience with Residential /Indian Day Schools, MMIWG and intergenerational trauma.
- Prepare updates and maintain confidential cases files.
- Work in collaboration with the Trauma Informed Health and Cultural Support Coordinator
- Promote awareness and facilitate awareness sessions, workshops.
- Complete quarterly reports for submission to funding agency
- Participate in IRS Regional meetings.
- Monthly Report writing and brief submissions within stipulated timeframes.

#### **Education and Experience:**

- Diploma or degree in a post secondary field relevant to this project (experience in a directly related field may be considered equivalent to the required accreditation)
- A minimum of 3 -5 years experience working with indigenous communities and/or governments
- Possess some Trauma informed training and or Grief & Loss or a combination of both.
- A minimum of 3 years experience in project coordination
- Demonstrate understanding of historic trauma and the impact of colonization on Indigenous people and intergenerational trauma.
- Knowledge and working understanding of Residential/Indian Day Schools/MMIWG
- Experience working within a harm reduction and dignified trauma informed care.
- Knowledge of common experience payments
- Knowledge of the Metis Settlement of Alberta

#### **Skills:**

- Proficiency in the use of Microsoft suite
- Some knowledge or experience on data collection
- Ability to develop, lead and work within a multi-disciplinary team.
- Excellent written and verbal communication skills, including the ability to clearly convey ideas when public speaking or doing presentation.
- Excellent interpersonal skills with the ability to build relationships with various stakeholders and staff.
- Facilitation skills
- Ability to work with minimal supervision.
- Be comfortable reaching out to community members within their own homes.
- Self motivated and ability to work independently as well as team environment.

- Knowledge of the Cree language considered an asset.

**Working Conditions:**

- Must possess an Alberta Class 5 Drivers License, reliable vehicle, and business insurance.
- Must be willing to work evenings and weekends as required.
- Travel (4 Western Settlements and occasional Eastern Settlements)
- Must be willing to undergo a Criminal Record Check and a Vulnerable Sector/Intervention Record Check if requested.
- Flexible schedule as required.

Please submit your cover letter, resume, and references (a minimum of 2) in PDF Format to:

Darlene Carifelle- Health Board Coordinator

Email : [dcarifelle@msgc.ca](mailto:dcarifelle@msgc.ca)

Phone : 780-822-4057

We thank all candidates for their interest, however, only those selected for an interview will be contacted.