



## EMPLOYMENT OPPORTUNITY

Island Métis Family & Community Services Society provides a variety of support programs to Métis children and families living in the greater Victoria area. Currently, IMFCSS is accepting employment applications for the following position.

### **Housing Support Supervisor (Full-Time, 1 Year Contract Position)**

#### **Minimum qualifications, ALL of which must be met in order to be considered for the position:**

- Bachelor's degree in related human/social service field or demonstrated equivalent education and experience.
- Working knowledge of the Child, Family & Community Services Act (CFSCA) and other legislation relevant to Child protection work.
- Working knowledge of tenancy issues and the Residential Tenancy Act. Knowledge must be current and within the last two years.
- Knowledge of Indigenous cultures and contemporary issues affecting Indigenous peoples, preferably Métis.
- Valid driver's license and reliable transportation required.
- Excellent organizational, record-keeping and management skills.
- Proficiency in the use of computer software, including ability to create statistical reports in Microsoft Word and Microsoft Excel.

#### **Experience:**

- One to two years recent, and directly related, experience in housing and/or residential tenancy (depending upon degree), preferably in an Indigenous organization.
- One year of program management experience preferred.
- One year of supervisory experience preferred.

#### **Benefits:**

- Vacation: Starting at 15 vacation days a year.
- Sick Leave: 12 sick days per year.
- Participation in a defined benefit pension plan with the Municipal Pension Plan.
- Medical Services Plan.
- Optional Extended Health & Dental benefits.
- Closed all statutory holidays.

#### **Location:**

- At the office of Island Métis Family & Community Services Society, located at 345 Wale Road, Victoria. Outreach work is expected.

Normal schedule of work is 35 hours per week, performed Monday to Friday between the hours of 8:30 AM to 4:30 PM, with the schedule to be set in collaboration with the Team Leader and Executive Director and based on program need. Hourly rate is set at \$36.82 per hour.

In accordance with *Section 41* of the *Human Rights Act*, preference may be given to persons of Métis ancestry. *This position is open to male, female and gender diverse applicants.*

A complete Job Description can be provided upon request.



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Interested persons are invited to submit a cover letter and resume, clearly outlining how they meet all of the above qualifications for this position to:

**Paulina Galván**  
**Island Métis Family & Community Services Society**  
**345 Wale Road, Victoria, BC V9B 6X2**  
**Telephone: 250-391-9924**  
**Email: [paulina@metis.ca](mailto:paulina@metis.ca)**

This posting is open until the positions are filled.