



MEMO 3..... August 2026

FLAT BAY BAND INC.

WE'RE HIRING!



HOUSING & INTERVENTIONS MANAGER NO'KMAW VILLAGE GUEST HOUSE

MAKE A DIFFERENCE.
Build Stronger Futures.



Join our team and help support individuals and families on their journey toward safe, stable, and permanent housing.

KEY RESPONSIBILITIES



Manage guest intake, admissions, assessments, service plans, and discharges.



Provide case management, housing navigation, advocacy, and referrals.



Support guests in securing permanent housing and maintaining tenancy.



Coordinate wraparound services with community partners and government agencies.



Oversee day-to-day shelter operations, housekeeping, inventory, and facility standards.



Enforce policies, resolve conflicts, and respond to crises using trauma-informed approaches.



Maintain client records, prepare reports, and ensure funding compliance.



Supervise and collaborate with staff, interns, volunteers, and community partners.



Hospitality, housekeeping, and cooking duties, as needed.



QUALIFICATIONS

REQUIRED

- Valid Class 5 Driver's Licence and reliable vehicle.
- Clear Criminal Record and Vulnerable Sector Check.
- Strong communication, organization, and problem-solving skills.
- Ability to maintain confidentiality and professional boundaries.
- Proficiency with Microsoft Office and Google Workspace.
- Ability to work independently and as part of a team.

PREFERRED

- Members of Flat Bay Band Inc. are encouraged to apply and may be given preference where qualifications and experience are comparable.
- Education in Social Work, Human Services, Community Studies, Indigenous Studies, Housing Management, Psychology, or a related field.
- Experience in housing, homelessness, shelters, case management, or community services.
- Knowledge of Indigenous communities, trauma-informed practice, and Housing First principles.
- Relevant education, training, certifications, and experience in mental health, housing, human services, crisis intervention, or related fields are considered assets.



WHAT WE OFFER

- Comprehensive orientation and mentorship.
- Ongoing professional development.
- Opportunities to help build innovative Indigenous housing and homelessness initiatives.



PAY & REMUNERATION

- \$28/hr
- Travel and out-of-pocket expenses
- Inflation rate applied to wage annually
- After 1 year, life insurance and retirement subsidy

CONNECT WITH US

- 10 Band Rd. Flat Bay W
Box 15 Site 2, Flat Bay, NL A0N 1Z0
- Tel: 709-647-1370 Line 2: 709-275-3010
Fax: 709-275-3330
- flatbayband@gmail.com
- Web: www.flatbayband.ca



HOW TO APPLY

Submit a cover letter, resume, and two references to the Reaching Home & Poverty Reduction – Hiring Committee:

cassandra.beanland.93@gmail.com



APPLICATION DEADLINE:
12:00 NOON, FRIDAY, AUGUST 28, 2026

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



REMINDER: Community Memos

Community Memos are uploaded weekly on the www.flatbayband.ca website, under "Whats New"

Youth Are You Struggling To Find Work? Join The YESS Program Today!

ELIGIBILITY: To participate in the YESS Program, youth MUST BE:

- Youth living in or from all the Mi'kmaw communities on the island portion Newfoundland (Excluding the Conne River reserve)
- Between 15 and 30 years of age (Inclusive) and
- NOT in school (High-school or post-secondary) at the time of intake/selection
- Other: Consideration will be given to youth who face reasonable employment

barriers,

such as, *High-school non-completion; *Disability; *Indigenous; *Rural/remote location; *Single parent; *Various Barriers to employment, etc.

Program Schedule and Pay: 3-Step Process

Step 1: Six (6) weeks of Employment Training - Train from home! Receive a FREE Chrome Book, free on-line training and certifications. Career, financial and life guidance as well as job search assistance. *Completion Pay - \$600.00

Step 2: Work Placement - 14-weeks in the nearest location. *Employers will PAY at least \$16.00 per hour for 35hrs/week. Some employers could pay more than \$16.00/hr if they want to.

Step 3: Continued Assistance and Coaching - After completion we can help with *Filing Employment Insurance BENefits *Help get funding for school/college, *Start a Business *Find Work *Make continued career/life decisions, etc.

Other Pay/Remuneration: Income Support recipients see your Social Worker, if you qualify for a start-up, child-care/or weekly travel funds.

Next Intake: OCTOBER 2026, program will begin before the end of October 2026. Intake will be 4 participants. Participants that apply and are not accepted will be put on a holding list for future sessions or if spaces open up in future.

HOW TO APPLY! Call our office at 709-647-1370 or email using the method below to get your application.

1. **Email:** spwhite.flatbay@gmail.com
2. **Email Subject Line:** GON YESS Program
3. **Message:** Request a copy of the Application Form



Your Council Representatives

Chief Joanne Miles
Represents: Flat Bay - St. Teresa (At-Large)
 Jrjkmiles@gmail.com
 709-647-1370

Councilor Joyce Nash
Area: Flat Bay West
 Joyceflatbayband@gmail.com
 709-647-1370

Councilor Bernadine Blanchard
Area: Flat Bay East
 Bernadineblanchard@gmail.com
 709-647-1370

Councilor Janet Miles
Area: St. Teresa
 Janet.flatbayband@gmail.com
 709-647-1370

Not sure who to contact?
Contact the Band Office at 709-647-1370
and staff will direct your inquiry to the appropriate Council representative.