

MEMO 1.....August 2026

FLAT BAY BAND INC.

WE'RE
HIRING!



HOUSING &
INTERVENTIONS MANAGER
NO'KMAQ 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.



NO'KMAQ VILLAGE
FLAT BAY BAND, INC.

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.

Notice of Continuation of the Annual General Meeting (AGM)

Date: Saturday, September 12, 2026

Time: 11:00 a.m. (Please note revised time)

**Place: Greenwood Inn & Suites, 48 West St., Corner Brook, NL A2H 2Z2
Ballroom**

As per the Federation of Newfoundland Indians' 2009 By-Laws, you are notified of the continuation of the AGM on **September 12, 2026 at 11:00 a.m.** Each Band Council can have:

- **4 Voting Members**
- **2 Alternate Voting Members**

These members must be band members of that Band Council.

Action Required

Your Band Council has **7 days prior** to the meeting's commencement to give the Corporation's President: the names, addresses and emails of your voting and alternate members as well as observers. The latest date and time for this response is **September 4th, 2026 at 11:59 p.m.** (as per FNI By-Law 8.08)

Submit the required information via email: president.fni@yahoo.com. If your council fails to respond, you will be deemed to have waived any further notices.

Member Definitions

Voting Member: A Voting Member is someone who has applied to and been accepted by a band. They must be at least **19 years old**. To vote at a general meeting of the Corporation, they need to be recognized by a Band Council.

Alternate Voting Member: An Alternate Voting Member also applies to and is accepted by a band. They must be **19 years or older**. The Band Council must recognize them as a possible substitute for a Voting Member if the voting member cannot attend a general meeting of the Corporation.

AGM Overview

The AGM is a meeting of delegated members from each band council.
The Corporation Board of Directors calls the AGM **once a year** (with the exception of 2026 where the AGM was started on May 23-24, 2026 and continues on September 12, 2026).
The Election of the President and Vice Presidents occurs every 3 years.
The Election of Youth Director occurs annually.
There is no voting by proxy.

Election of Vice Presidents (Central and Western) and Youth Director

Members seeking the Vice President roles must file a nomination form with the president before **August 13, 2026 at 11:59 p.m. (30 days before the AGM)**.
Nominated members must attend the meeting for their name to remain on the ballot.
Voting members between the ages of **19-29** can be nominated for the position of Youth Director.

Observers

Should members of a **Band Council** other than voting or alternate members plan to attend the AGM, the council shall advise the president of the individual members before **September 4th, 2026, at 11:59 p.m.**

Alternate Voting members (unless designated to vote) and other members that attend a general meeting shall act solely as observers to the meeting. Observers are not permitted to speak during the proceedings.

Notice of Meeting

Notice (via email) will be provided to the Bands to distribute to voting members and alternate voting members by July 28, 2026.

Meeting Details will include Date, Place, and Time

The non-receipt of any notice by any voting or alternate members shall not invalidate the proceeding at any general meeting.

Wela'liq,
Board of Directors
Federation of Newfoundland Indians