


CULTURAL ENAADAAMAAGET

JOB DESCRIPTION

	Department	Specialized Services
	Immediate Supervisor	Service Supervisor
	Location	Manitoulin and/or Sudbury
	Salary	In accordance with salary grid

POSITION DESCRIPTION

Under the direction of the Service Supervisor, the Cultural Enaadaamaaget will work collaboratively with the Cultural Coordinator to implement the annual work plan / annual calendar.

The Cultural Enaadaamaaget will work in collaborative cooperation with the Cultural Coordinator in the delivery of job functions to assist children, families, staff and community partners for the preservation and promotion of traditional practices within member First Nations, to strengthen the cultural identity for children, families, and staff and ensure children stay connected with their culture, language and community.

DUTIES AND RESPONSIBILITIES

Program Delivery:

1. Works collaboratively with the Cultural Coordinator and assists with organization and delivery of tasks as identified in the annual work plan / annual calendar of cultural events within prescribed deadlines.
2. Contribute in the planning of seasonal activities based upon the Medicine Wheel relating to the delivery of cultural services, events, responsible for women's / men's ceremonies, e.g. – cultural workshops, programming and activities, teachings, ceremonies, healing practices for clients and agency staff as required.
3. Works collaboratively with the Cultural Coordinator to ensure the ongoing monitoring and evaluation of cultural programs, services and planning for the provision of culturally appropriate and relevant services to First Nations children, families and caregivers.
4. Serve as a resource and consults with effective communication with the Service Supervisor, Cultural / Wellness Committee, Case Conference Coordinator, Elders Advisory Council and / or Senior Management regarding KGCFs value's and cultural customs in relation to planning, developments and enhancements of cultural and service objectives.
5. Works collaboratively with the Cultural Coordinator in the recruitment and maintenance with Anishinaabe Elders, Traditional Advisors and Healers for the provision of coordinating cultural services and/or appropriate traditional healing practices, and community partnerships with other Anishinaabe organizations, clients and agency staff well-being by conducting presentations to communities and organizations on KGCFs cultural supports and services as determined by the Service Supervisor.
6. Establishes and maintains a collaborative relationship between KGCFs and member First Nation communities and service providers to ensure optimum cultural service delivery to the children and their families.

7. Reviews and recommends best methods to identify change for improving the quality of services in all aspects while ensuring the provision of culturally appropriate services, and provides recommendations to the Service Supervisor.
8. Display good judgement at all times.

Administration:

1. Prepares statistical data and written summaries of cultural activities delivered for inclusion into monthly and / or annual reporting requirements as requested by the Service Supervisor.
2. Create and distribute electronic communications (posters / monthly calendars) internally to promote cultural activities, resources and supports offered by KGCFs on a regular and consistent basis.
3. Maintain complete inventory of cultural materials, supplies and equipment to assure the effective delivery of cultural programming activities and events.
4. Prepares payment authorization forms and administrative documents for authorization, e.g. credit card purchases, vendor cheque requisitions, purchase orders, etc. and ensures expense claims for activities and resources are submitted for payment.
5. Maintains administrative general filing system to assure accurate record keeping of documents, statistical data, reports and forms as they pertain to the Cultural Department.
6. Maintains an accurate data base management system (roster) of Anishinaabe Elders, Traditional Advisors and Healers, community service providers and other resource contacts.
7. May receive incoming cultural referrals and determine eligibility and disposition of such referrals in consultation with the Service Supervisor.
8. Completes relevant administrative records, forms and documents pertaining to the delivery of cultural services as required as they pertain to documentation into the Frontline System for inclusion into relevant client files in accordance to cultural safety, risks, plans of care and plans for service, i.e. – naming, clan and colours, ceremonies or any other cultural / healing areas as prescribed.
9. Coordinate various cultural services, e.g. – craft making, drum making, regalia making, lunch and learn sessions including match / mentorship, cultural camps, ceremonies, sweats, General Staff Meetings.
10. Assists with the preparation of children in attendance at agency functions to assure safety and appropriate supervision is provided.
11. Keeps current on issues and trends with regular attendance and participation as a team member in staff meetings, seminars and/or training sessions.
12. Participates willingly and constructively in the supervision process with the Service Supervisor.
13. Participates in in-service training and seminars, workshops and courses as available.
14. Abide by agency standards, and policies and procedures as required.
15. Acts in a professionally appropriate manner both when working and not working, and is a positive role model for clients while representing KGCFs.
16. Adheres and comply with internal office practices, procedures and policies, e.g. Finance, Travel, Forms.
17. Promotes the Agency's vision, mission, goals and objectives.

QUALIFICATIONS

1. Must possess a minimum of two year college diploma from an accredited college in a discipline related to Anishinaabe Studies.
2. Minimum of three (3) years of experience in the delivery of services to Anishinaabe children and their families or a comparable social service program. However, a combination of skills, work experience and life learning experiences may be considered.
3. Preference for an individual living a traditional lifestyle, and learning being a life-long journey in pursuing to further learn traditional Anishinaabe lifestyle.
4. Must be proficient in Anishinaabemowin and be willing to continue to learn the Anishinaabemowin language.
5. Active participation in the Anishinaabe community especially with building knowledge of the teachings from the medicine wheel will be of significant consideration.
6. Prior work experience for placing of Indigenous practices, approaches and methods integral to the design of Social Work practices and principles and Anishinaabe based methods that will help families achieve a healthier lifestyle and safe well-being.
7. An individual of Anishinaabe ancestry with understanding, practice and sharing of Anishinaabe history, clan system, protocols, etiquette, culture, traditions, ceremonies, principles and values is preferred, these qualities having resulted in maturity and good judgement.
8. Excellent communication skills, written skills for completion of documents and reports, oral, facilitator and presentation.
9. Working knowledge of computer equipment and programs, e.g. – Microsoft Office: Word, Outlook, Excel, Power Point and Frontline System / Penlieu.
10. Must possess strong organization, evaluation and problem solving skills.
11. Must possess a valid Ontario G Driver's Licence, own vehicle and be willing to travel and proof of vehicle insurance.
12. Must provide a clear Police Vulnerable Sector Check and Driver's Abstract and must be alcohol and drug free for a period of at least four years.

Work Environment

- The traditional practices of the Anishinabek will expose staff to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage or cedar, may occur within the work setting.
- Positions in the field of Anishinaabe Child Protection can be both mentally and emotionally challenging. The nature of the positions may expose incumbents to high levels of tension when dealing with issues. The tension includes a level of stress that is usually moderate with high levels occurring on occasions.
- Employees can expect there will be times they will encounter inclement weather conditions during the course of driving.

Physical Demands

- While performing the duties of this job, the "Position" will typically be in an indoor setting, the delivery of activities likely will be outdoors.
- The employee can expect to work a flex schedule that may require work overtime when required or during emergency situations.

CERTIFICATION - ACKNOWLEDGEMENT OF RECEIPT

<hr/> <p>Employee Signature</p> <hr/>	<hr/> <p>Supervisor's Title</p> <hr/>
<p>Printed Name Date</p>	<p>Supervisor's Signature Date</p>
<p>I certify that I have read, understand, and agree to the responsibilities assigned to the position.</p>	<p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>

Approved BOD Motion #109/2017
Meeting Date: August 30, 2017