

CULTURAL RESOURCE WORKER JOB DESCRIPTION

A. POSITION TITLE: Cultural Resource Worker

B. SUPERVISION: Executive Director

Employed by the United Native Friendship Centre, responsible to the policies and directions as determined by the Board of Directors of the Friendship Centre and under the direct daily supervision of the Executive Director.

C. OVERVIEW OF POSITION:

This position coordinates and supports all aspects of cultural knowledge transfer and planning within the Friendship Centre. The Cultural Resource Worker provides traditional teachings and ceremonies in a safe and acceptable environment and also coordinates access to Elders and Traditional people to meet the needs of the Friendship Centre community, with children, youth and families as the primary audience. The Cultural Resource Worker will also work to promote cultural awareness, safety and competency within the Friendship Centre and Friendship Centre community at large while promoting healing and reconciliation.

D. POSITION OBJECTIVES:

- To build upon the skills and knowledge within the Friendship Centre and Friendship Centre community of local and traditional Indigenous ways of life
- To facilitate increased access to culture and cultural knowledge among the Friendship Centre, with children, youth and families as the priority, and from a perspective that promotes healing
- To ensure safe transmission of cultural knowledge for the Friendship Centre community
- To foster connections to cultural knowledge and ways of being, both within the Friendship Centre and with the broader community from a perspective that promotes reconciliation

E. AREA OF RESPONSIBILITY:

To ensure the provision of Indigenous cultural teachings and knowledge within all aspects of programming within the Friendship Centre and to ensure safe and appropriate cultural practices and boundaries.

To act as a cultural resource and support as required. To promote healing and reconciliation for urban Indigenous children, youth and families.

F. JOB SPECIFICATIONS:

The Cultural Resource Worker is responsible for:

Direct Supports

- Facilitate talking, teaching and healing circles, with a priority to services and supports for Indigenous children, youth and families
- Provide direct traditional-based counselling and participate in Action Planning and CAS-related Case Conferencing
- Acquire, maintain and care for education tools/resources e.g. language resources, history books, art, and traditional and sacred items
- Deliver traditional medicines' education, e.g. teachings, care for and use, storage, medicine bags, growing/picking
- Deliver traditional food education e.g. teachings on health benefits, harvesting, growing, preparing, storing
- Promotion of language restoration

Coordination

- Connect with Elders and/or traditional resource people to conduct ceremonies as appropriate to the geographic areas and customs
- Support the planning of traditional dancing, singing, drumming, community and/or seasonal celebrations/feasts, traditional and social events
- Coordinate culture/social nights and community feasts, Elder socials and Elder/senior appreciation activities and Elder/youth knowledge exchange /mentorship activities
- Coordinate land-based activities, e.g. fishing, trapping etc.
- Provide space and opportunities for traditional arts & crafting

Planning and Networks

- Work with Friendship Centre staff in support of the development of culture-based work plans that best support program and service design and provision for urban Indigenous children, youth and families
- Work with local stakeholders within non-Indigenous community service organizations and institutions to promote cultural competency and awareness
- Create and maintain a trusted traditional knowledge/Elder resource/directory
- Create and/or maintain organizational cultural competency, safety & cultural sustainability
- To provide insight and support in the development of protocols and agreements with internal and external stakeholders as directed

Administration

- Quarterly reporting as required
- Participation in Evaluation activities as required
- Other administrative duties as required by the Friendship Centre

TECHNICAL AND BEHAVIOURAL COMPETENCIES

- Behave in a manner that serves as an example of positive cultural values, attitudes, beliefs and actions
- Remain current and implement wise practices in service provision from a culture based platform
- Quality assurance systems are adhered to, implemented and maintained and measure the impacts and outcomes of cultural supports to urban Aboriginal children, youth and families
- Participation in relevant training and professional development activities in accordance with the Friendship Centre's objectives and within budgetary constraints
- Networking is done to ensure a well maintained list of credible Elders and traditional knowledge keepers is available for the purposes of ceremonial and traditional healing supports for urban Indigenous children, youth and families.

G. QUALIFICATIONS REQUIRED:

- Strong knowledge and awareness of Indigenous culture and history, with particular emphasis on family violence, child welfare, the impacts of trauma, Indigenous youth engagement and community outreach
- Knowledge and experience working with urban Indigenous children, youth and families in a healing and reconciliation capacity
- Minimum of seven years of demonstrated and related work experience within an Indigenous organization or community
- Exceptional knowledge of Indigenous historical and contemporary issues
- Post-secondary education in Indigenous studies and/or combination of an equivalent and relevant education
- Past experience in annual, quarterly and monthly statistical reporting
- Strong interpersonal, organizational and communication skills
- Fluency in the Ojibway language is an asset
- Satisfactory criminal records check

H. EVALUATION

This position shall be evaluated after completion of a six-month probationary period and on an annual basis thereafter.

It will be based on Standard of Performance in the description and specific goals of the program as agreed upon by the Board of Directors. In addition to these regular formal assessments, evaluations shall be an ongoing process.