

**UNITED NATIVE FRIENDSHIP CENTRE
JOB DESCRIPTION**

Position Title: Cultural Family Worker	Date Approved:
Team: Early Learning Programs	Date Revised: July 25, 2018

IMMEDIATE SUPERVISOR: Early Learning Programs Lead

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

PURPOSE OF POSITION: The Cultural Family Worker coordinates and supports all aspects of cultural knowledge transfer, language and planning within the United Native Friendship Centre's 0-6 programs.

QUALIFICATIONS:

- Post-secondary education in Indigenous studies or Indigenous Social Work
- Minimum of three (3) years experience working with Indigenous families/communities
- Fluency in Ojibwe language is strongly recommended
- Excellent organizational and communication skills
- Must be able to function as a team member
- Must enjoy working with children, be sensitive to their needs and families' needs
- Possess knowledge of our area's culture and traditions
- Ability to provide leadership skills and positive mentorship to the programs 0-6 years
- Valid First Aid/CPR certification
- Possess a valid driver's license
- Must submit a satisfactory vulnerable sector criminal reference check

KEY RESPONSIBILITIES:

- Work collaboratively with staff of the Early Learning Programs
- Acts as a liaison between staff, Elders and knowledge keepers
- Assist the Early Learning programs to develop culturally appropriate programming
- Assist the Early Learning programs in Ojibwe language and cultural needs for our Indigenous families
- Cooperatively act as a liaison between staff and families in the overall development and functioning of a cultural parenting program
- Communicate effectively with children, parents, staff and community
- Become familiar with UNFC policies, program procedures and Child Care and Early Years Act
- Maintain confidentiality of all information related to children, parents and coworkers
- Responsible in keeping program files and updated activity reports

- Encourages empowerment and involvement of children and their families in all aspect of the Early Learning Programs
- Attends all staff meetings and training when required.

EVALUATION: The position will be evaluated after completion of a three month probationary period and on an annual basis thereafter. It will be based on the UNFC Standards of Performance and ability to complete the responsibilities and purpose of the position.