

# UNITED NATIVE FRIENDSHIP CENTRE

## Job Description

<b>Position Title:</b> <i>Cultural Resource Worker</i>	<b>Date Created:</b> 2017
<b>Job Class:</b> 3	<b>Approved</b>

**Immediate Supervisor:** Assigned Team Lead or Designate

**Position Summary:** The Cultural Resource Worker is accountable to the United Native Friendship Centre and responsible to the policies and direction as determined by the UNFC Board of Directors and Executive Director.

The Cultural Resource Worker will ensure that the goals and objectives and overall policy of the UNFC are adequately met, providing support to all programs.

### **Overview of Position:**

This position coordinates and supports all aspects of cultural knowledge transfer and planning within the United Native 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, inclusiveness, safety and competency within the United Native Friendship Centre and Friendship Centre community at large while promoting healing and reconciliation.

### **Qualifications:**

- Strong knowledge and awareness of Indigenous culture and history, with particular emphasis on family violence, child welfare, the impacts of historical 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 two years of demonstrated and related work experience within an Indigenous organization or community
- 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
- Excellent communications and organization skills
- Satisfactory Vulnerable Sector and Criminal Reference check
- Current First Aid/CPR and WHMIS
- Valid Driver's License

## **Responsibilities:**

### *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
- *Responsible for* and sensitive to the culturally based activities, teachings and practices of UNFC (ie. Smudge, Drumming, Ceremonies etc.)
- 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 or mentorship activities
- Coordinate land-based activities, e.g. fishing, medicine walks, trapping etc.
- Provide support for 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 and Board reports as required
- Other administrative duties as required by the Friendship Centre

## Technical and Behavioral 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 Indigenous 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.

**Evaluation:** The position will be evaluated after completion of 3 and 6 month probationary periods and then on an annual basis thereafter. In addition to these, regular formal assessment evaluations will be an ongoing process.

By signing this document, I acknowledge that I have read, understand, and agree to the above description related to my position at the United Native Friendship Centre.	
Employee name:	
Employee Signature:	Date: