

UNITED NATIVE FRIENDSHIP CENTRE

Job Description

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| Position: Indigenous Language Worker | Created: September 2022 |
| Job Class: 3 | |

Immediate Supervisor: Assigned Team Lead or Designate

Position Summary: The Indigenous Language 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 Indigenous Language Worker will ensure that the goal and objectives and overall policies of the UNFC are met, providing support to all Programs.

Overview of Position:

The Indigenous Languages Worker will design, implement, and teach Indigenous language and programming within the UNFC programs, workers, and community. The Indigenous Language Worker will also support the Cultural Resources Program Worker in areas of language and traditional teachings in an inclusive, safe and acceptable environment.

Qualifications:

- Post-secondary education in Indigenous studies or social work and/or work experience
- Must be fluent in the Ojibwe language
- Strong knowledge and awareness of Indigenous language, culture, and history
- Experience in annual work plans, quarterly reports, and monthly statistical reports
- Strong leadership, interpersonal, organizational, and communication skills
- Experience working in Indigenous agencies/communities
- Knowledge of Microsoft programs, proficiency in computers is an asset
- Satisfactory Vulnerable Sector Ches
- Current, valid drivers license
- First Aid/CPR
- Accepting and sensitive to the Anishinaabe culture and practices; smudging, ceremony, drumming, etc.
- Other duties as may be required

Activity Requirements:

- Consult with community to Indigenous language program needs and interests
- Develop an annual workplan
- Develop and manage the program schedule on a quarterly basis and ensure all mandatory program requirements and components are being met
- Plan, organize, supervise, assess, and facilitate Indigenous language through classes, activities, workshops and outings
- Maintain and manage program activity records and program participant user files
- Evaluate program effectiveness and identify needs for program enhancements
- Work with Elder/traditional knowledge keepers to enhance language programs
- Work with Friendship Centre program workers to provide a language component to their clients
- Regular communication and integration within the Friendship Centre staff
- Establish and maintain relationships and partnerships with local community agencies and organizations
- On-going program promotion within the community
- Ensure all program reports are accurate, complete, and submitted on time
- Ensure all programs and activities are facilitated to meet the Health and Safety standards
- Ensure that programs available outside the UNFC normal hours of operation to meet the needs of the community
- Participate in relevant training and professional development activities in accordance with the UNFC's objectives and within budgetary constraints

Evaluation: This position shall be evaluated after 3- and 6-month probationary periods and then on an annual basis, thereafter, as agreed upon by the Board of Directors and the Executive Director.

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| 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: |