

UNITED NATIVE FRIENDSHIP CENTRE

Job Description

Position: Indigenous Language Worker	Date Created: September 2022
Job Class 3	Date Approved:

Immediate Supervisor: Assigned Team Lead or Designate

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

Overview of Position:

The Indigenous Languages Worker will design, implement, and teach Indigenous languages and programming within Friendship Centres programs, workers and community.

The Indigenous Languages Worker will support the Cultural Resource Program worker in areas of language, traditional teachings in a 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 communicational skills
- Experience working in Indigenous agencies/communities
- Knowledge of Microsoft programs, proficiency in computers is an asset
- Satisfactory vulnerable sector check
- Valid drivers license
- First Aid/CPR

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 ensuring all mandatory program requirements and components are being met

- Plan, organize, supervise, assess, and facilitate Indigenous language through classes, activities, workshops, outings
- Maintain and manage program activity records and program participant user files
- Evaluate program effectiveness and identify needs for program enhancements
- Work with Elders/traditional knowledge keepers to enhance language programs
- Work with Friendship Centre programs 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 are available outside of the Friendship Centres normal hours of operation to meet the needs of the community
- Participates in relevant training and professional development activities in accordance with the Friendships Centre's objectives and within budgetary constraints

Evaluation:

The position will be evaluated after completion of 3- and 6-month probationary periods and then on an annual basis thereafter. It will be based on the UNFC standards of performance and specific goals of the program as agreed upon by the Board of Directors and the Executive Director. 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: