

## **Job Description**

|                 |                              |
|-----------------|------------------------------|
| POSITION:       | Shkaabewis (Helper)          |
| ACCOUNTABILITY: | Cultural Services Supervisor |
| CLASSIFICATION: | Full Time Contract           |
| DATE APPROVED:  | August 2016                  |

### **JOB PURPOSE**

Reporting to the Cultural Services Department, the Shkaabewis (Helper) is responsible for assisting with direct and indirect cultural services in order to develop and enhance the cultural service practice of the Agency.

### **KEY JOB FUNCTIONS**

#### **Develop and Implement Cultural Resources for the Agency:**

Ensure the Agency consistently provides relevant and culturally appropriate services.

- Assist with coordinating and facilitating various community and Agency meetings to develop cultural practices for staff, families, communities and clients
- Assist with developing and maintaining a resource list of cultural people, resources and Elders
- Assist with developing and maintaining policies and procedures for cultural manual
- Assist developing and implementing a training plan on cultural practices
- Assist with training Agency staff about cultural practices, teachings, ceremonies and traditions that workers can implement in day-to-day practices
- Assist with implementation of cultural teachings and ceremonies as required and directed
- Assist with training Agency partners on cultural practices, teachings and ceremonies to ensure consistently-unified and culturally appropriate helping process
- Assist with ensuring all agency meetings and gatherings reflect cultural practices to guide discussions and decisions
- Establish linkages to community traditional helpers

#### **Interagency Participation:**

Actively participate in internal, external, local and regional committees/groups in support of cultural services to the Agency.

- Assist with the Elders' Council as required
- Assist with collaborating with internal and external agencies to promote Agency services
- Liaise with First Nation communities to promote cultural resources

#### **Relationship and Team Building:**

Work collaboratively and cooperatively at all levels.

- Demonstrate behaviors, actions and attitudes that are consistent with Agency vision, mission and values
- Provide opportunities for the enhancement and development of positive cultural identities of the children, families and communities served
- Ensure appropriate communication and consultation with Supervisor at appropriate times
- Ensure effective and professional communications with all internal and external service providers
- Share information according to privacy and/or confidentiality guidelines
- Work respectfully, positively, professionally and collaboratively with team members

#### **Administration and Reporting:**

Complete administrative functions and reports and adhere to Agency policies, procedures and relevant practices.

- Ensure confidentiality and safekeeping of all Agency documents and records
- Develop and maintain a detailed work plan of activities

- Develop and maintain accurate, up-to-date and concise work files
- Prepare and deliver reports
- Work in compliance with Occupational Health and Safety Act and any other relevant legislation
- Prepare and submit monthly, quarterly and annual reports and statistics
- Prepare and submit monthly attendance records and travel expense claims
- Coordinate travel accommodations, travel claims and honorariums as directed
- Follow the Agency's human resources, finance and other policies and procedures in the performance of duties

**Other Duties:**

- Participate in internal or external committees as required or requested
- Other duties as required and assigned

**QUALIFICATIONS**

**Minimum Education**

- College diploma in Social Services or Native Studies

**Minimum Experience**

- Three (3) years' experience in a social services organization
- Experience working with Aboriginal people, organizations and communities
- Equivalent combination of education and experience may be considered

**Knowledge Requirements**

- Knowledge of child welfare services issues at the First Nation and regional level
- Knowledge of Nogdawindamin programs and services
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledge of First Nation service delivery, customs and traditions in relation to child welfare
- Knowledge of the Child and Family Services Act

**Special Skills**

- Strong cultural skills
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent conflict resolution skills
- Excellent problem solving skills
- Excellent organizational skills
- Excellent time management skills
- Excellent computer skills with MS Office software
- Ability to manage multiple priorities
- Ability to work independently and within a team environment
- Ability to take initiative, meet deadlines and work flexible hours
- Ability and willingness to support both traditional and contemporary healing practices
- Ability to display a positive and helpful attitude
- Ability to use good judgment in assessing difficult situations
- Ability to guide and support individuals in their desires and efforts to embrace Anishnawbek values and traditions
- Ability to work with confidential and sensitive information
- Ability to understand and speak Anishnaabemowin is a definite asset

**Other Requirements**

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

## **WORK SITE LOCATION**

The position location is to be determined.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

While performing the duties of this job, the Helper will typically be in an office setting. The Shkaabewis (Helper) is frequently required to operate a computer, file and retrieve written documents, and work overtime when required or during emergency situations. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending. The Helper will be required to travel to meetings in the province of Ontario.

The administration of employees and child welfare issues can be mentally and emotionally challenging. As a result, this position is more mentally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings.

Non-physical demands include a work environment where the noise level is usually quiet to moderate, but may be loud on occasion. The nature of the position may expose the Shkaabewis (Helper) to high levels of tension when dealing with issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

## **TECHNOLOGY & EQUIPMENT**

Computer, photocopier, telephone and fax machine

## **SUPERVISORY RESPONSIBILITY**

This position is not required to supervise any staff.

## **KEY RELATIONSHIPS**

### **Internal**

The position requires interaction with the Cultural Services Department, co-workers and other Agency staff.

### **External**

The Shkaabewis (Helper) may interact with Elders, traditional healers, other First Nations and other agencies.

## **DISCLAIMER**

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Nogdawindamin Family and Community Services reserves the right to modify job duties or the job description at any time.

## **SIGNATURE**

This is to acknowledge that I have received a copy of this job description and understand its contents.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date