

## **Job Description**

POSITION:	Shkaabewis (Helper)
ACCOUNTABILITY:	Anishinaabe Aadziwin Supervisor
CLASSIFICATION:	Full-time
DATE APPROVED:	February 15, 2023

### **JOB PURPOSE**

The Shkaabewis (Helper) is responsible for assisting with direct and indirect Anishinaabe Aadziwin services in order to develop and enhance the Anishinaabe Aadziwin practice of the Agency. The Shkaabewis (Helper) functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Nogdawindamin Family and Community Services and contributes to the accomplishment of the strategic priorities.

### **KEY JOB FUNCTIONS**

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

Ensure the Agency consistently provides culturally appropriate services.

- Assist with coordinating and facilitating various community and Agency meetings to develop Aadziwin practices for staff, families, communities and clients;
- Assist with developing and maintaining a resource list of traditional knowledge keepers/teachers and resources;
- Assist with developing and maintaining policies and procedures for the Anishinaabe Aadziwin manual;
- Assist developing and implementing a training plan on Anishinaabe Aadziwin practices;
- Assist with training Agency staff about Anishinaabe Aadziwin practices, teachings, ceremonies and traditions that workers can implement in day-to-day practices;
- Guide and support individuals in their desires and efforts to embrace Anishnaabe values and traditions
- Assist with implementation of Anishinaabe Aadziwin teachings and ceremonies as required and directed;
- Assist with training Agency partners on Anishinaabe Aadziwin practices, teachings and ceremonies to ensure consistently unified and culturally appropriate helping process;
- Assist with ensuring all agency meetings and gatherings reflect Anishinaabe Aadziwin 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 Anishinaabe Aadziwin services to the Agency.

- Assist with the Elders' Council as required;
- Assist with collaborating with external agencies to promote Agency services;
- Liaise with First Nation communities to promote Anishinaabe Aadziwin resources.

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

Work collaboratively and cooperatively at all levels in order to support the use of a family-centered, strengths-based, child-focused practices while assisting families in building their capacities to provide safe and nurturing environments for children.

- 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.

### **Cultural Competency**

Participate in cultural activities within the agency.

- Follow the Seven Grandfather teachings as it relates to the position in line with the vision and mission of the Agency;
- Actively attend and participate in regular Anishinaabe Aadziwin cultural training and/or activities provided by the Agency;
- Ensure appropriate cultural opening when coordinating meetings both within the agency, for clients, families, communities and other collaterals;
- Actively seek guidance from cultural staff how to incorporate culture into the position or how to work from a cultural perspective;
- Engage in learning and incorporating Anishinaabemowin language within the position.

### **Administration and Reporting:**

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

- Ensure submissions of reports are completed and reviewed;
- Prepare reports, statistics, briefing notes and correspondence as required;
- Develop and maintain an individual detailed work plan of activities;
- Ensure confidentiality and safekeeping of all Agency documents and records;
- Develop and maintain accurate, up-to-date and concise work files;
- Work in compliance with the Occupational Health and Safety Act and any other relevant legislation;
- Prepare and submit monthly reports and travel expense claims and maintain attendance records;
- Follow Agency human resources, finance and other policies and procedures in the performance of duties.

### **Other Duties**

- Act in accordance with agency Code of Ethics and maintain confidentiality at all times to protect the privacy of Agency staff, families and communities;
- Participate in internal or external committees as required or assigned;
- Perform additional related duties in accordance with job responsibilities and department objectives;
- Participate in training, cultural events and other mandatory training as required;
- Other duties as required or assigned.

## **QUALIFICATIONS**

### **Minimum Education**

- College diploma in Social Services or Native Studies is preferred

### **Minimum Experience**

- Experience assisting, delivering, or participating in cultural events is an asset
- Experience in a social service organization is an asset
- Experience working with Anishnaabe people, organizations and communities
- Equivalent combination of education and experience may be considered

### **Knowledge Requirements**

- Knowledge of Anishnaabe cultural practices; protocols and procedures of ceremonies is an asset
- Willingness and openness to continuous learning
- Knowledge of child welfare services issues at the First Nation and regional level
- Knowledge of Nogdawindamin programs and services
- Knowledge of First Nation service delivery, customs and traditions in relation to child welfare
- Knowledge of the Child, Youth and Family Services Act

### **Special Skills**

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- 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 experience
- 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 work with confidential and sensitive information

### **Other Requirements**

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnaabe culture, traditions and the Seven Grandfather Teachings.
- Ability to understand and speak Anishinaabemowin is a definite asset;
- Must provide a Police Records Check deemed satisfactory by the employer;
- 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 location of this position is to be determined.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

While performing the duties of this job, the Shkaabewis (Helper) will typically be in an office setting as well as be outdoors. 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 Shkaabewis (Helper) may also be required to gather items from the forest in preparation for Anishinaabe Aadziwin services. The Shkaabewis (Helper) will be required to travel to meetings in the province of Ontario, primarily between Sudbury and Sault Ste. Marie.

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 and/or cultural events.

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.

Given the traditional practices of Anishnaabe people, from time-to-time exposure to smoke from the burning of sacred medicines; tobacco, sweet grass, sage, or cedar, may occur.

### **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 Anishinaabe Aadziwin Department, co-workers and other First Nations and other agencies.

**External**

The Shkaabewis (Helper) may interact with Traditional Knowledge Keepers/Teachers , 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