



## Métis Family Services

#312 – 7485 130<sup>th</sup> Street  
Surrey, BC V3W 1H8

Telephone: (604) 584-6621

Fax: (604) 582-4820

Job Title	Cultural Activities Worker		
Department	Family Services Classification: Grid Level - JJEP 14		
Reports to	Guardianship Team Leader		
Date Prepared:	August 2, 2019	Closing Date:	August 16, 2019

### Job Summary:

The Cultural Activities Worker is responsible for the day-to-day operations for the cultural programming for children, youth and families that are connected to Métis Family Services. The incumbent is responsible for providing cultural teachings, activities, crafts and games for children and youth, recruiting Métis mentors in the community, and connecting to Elders and cultural advisors to support the program. The Cultural Activities Worker facilitates cultural teachings for staff and provides assistance and support to staff to meet cultural safety needs of children in care of the Director.

**Reports To:** Guardianship Team Leader

### Key Duties and Responsibilities:

- Engages with the Métis Elders and Indigenous community members with direct knowledge, understanding of respect of traditional values and beliefs to support the program.
- Develops and maintains a roster of Elders thorough recruitment and facilitating meetings and appreciation events.
- Develops, plans, implements, and coordinates activities that will enhance the understanding of Métis culture.
- Enhances the understanding of Métis culture among children, families and staff by advising of activities, materials, programs and resources that are available.
- Consults and collaborates with staff in the delivery of regular cultural programming and activities; as well as, to develop and facilitate a youth advisory council.
- Creates and delivers culturally based activities and events to caregivers regarding cultural safety and cultural connections for children in care.
- Engages children, youth and families through appropriate communication avenues to support participation.
- Creates a place of belonging for children youth and families.
- Creates external partnerships to maximize client service and/or improve interagency relationships.
- Evaluates cultural programs and activities to ensure that client's needs are met.
- Ensures that program standards, guidelines and policies of the organization are maintained.
- Ensures that appropriate systems are in place to support and maintain cultural programs. Gathers statistics for funders on a quarterly basis.

- Ensures that accurate program and client records (e.g. data for individual programs and case recordings) are maintained and that confidentiality is a priority. Ensures that all pertinent documentation is complete.
- Demonstrates the ability to work effectively with a range of clients to plan, develop and maintain effective programs of service.
- Demonstrates effective communication, strong organizational, interpersonal and communication skills. Both verbally and in writing with staff, families and external partners.
- Performs other related duties as required.

**Qualifications, Education, Training and Experience:**

- A diploma in Child and Youth Care, Counseling or related social service field, or the equivalent in education and experience.
- At least three year's previous direct program delivery experience in the social service sector with a demonstrated working knowledge of specific community based and related community support services systems.
- Previous facilitation and coordinator experience preferred.
- Ability to use word processing applications in a windows environment.

**Job Skills and Abilities**

- Good knowledge of Métis history and Indigenous cultures, traditions, values and practices
- Sound knowledge of urban Indigenous issues
- Excellent oral, written facilitation and interpersonal communication skills
- Demonstrated teamwork
- Ability to work flexible hours and to work without direct supervision
- Experience working with children and youth in community organizations
- Good time and general management skills
- Ability to work effectively with program staff, volunteers and participants
- Ability to project what the needs of the program are and to ensure that appropriate supplies are ordered and or purchased as needed.
- Knowledge community agencies and resources available to Métis and Indigenous people within the local community.

**Additional Information:**

This position requires the ability to function independently and frequently under pressure while managing multiple concurrent projects and deadlines including effectively managing emergency situations. Program delivery activities may require a moderate level of physical fitness to effectively carry out duties of the position.

**Other Requirements:**

Criminal Record Check; Class 5 Driver's License and Abstract; reliable form of transportation. Must be prepared to work a flexible schedule.

**Start date:** ASAP

**Benefits:** As per Collective Agreement

**Rate of Pay: Grid level - JJEP 14:** \$25.54 to \$29.73 an hour

*This position requires Union membership.*

**Please submit resume with cover letter, indicating the position applying for to the attention of: Kay Rampersad, by email: [HR@metisfamilyservices.ca](mailto:HR@metisfamilyservices.ca)**

Metis Family Services thanks all applicants for their interest in this career opportunity. However, only those considered for the position will be contacted. No telephone inquiries please.