

	Section: Family Services	Prepared: October 15, 2018
	Job Description: Cultural Worker	No. of Pages: 2
	Classification: JJEP Wage Grid 11	
	Attachment: Not Applicable	

Job Summary:

Oversees the day-to-day operations for the cultural programs for clients as well as all staff. The Cultural worker provides planning, coordination and administration of the integration of Metis culture in planning for Metis children and families.

Reports To: Program Manager

Key Duties and Responsibilities:

- Develops, implements, coordinates, evaluates and plans cultural programs designed to ensure that clients needs are met. Ensures that program standards, guidelines and policies of the organization are maintained. Facilitates the delivery and integration of the Metis culture to the clients.
- Ability to engage with the Metis and Aboriginal community members with direct knowledge, understanding of respect of traditional values and beliefs.
- 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.
- Ensures effective communication with supervisor clients, and families. Both verbally and in writing including public speaking, education and clarifying processes and implementing boundaries in a non-judgmental manner.
- Ability to use word processing applications in a windows environment.
- Performs other related duties as required.

Qualifications, Education, Training and Experience:

A diploma in counseling or related 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.

Job Skills and Abilities

- i) good knowledge of Metis and Aboriginal issues
- ii) understanding of drug and alcohol issues and the impact on the families.
- iii) sound knowledge of urban youth issues.
- iv) excellent oral, written facilitation and interpersonal communication skills
- v) demonstrated teamwork
- vi) good time and general management skills
- vii) ability to work effectively with program staff, volunteers.
- viii) ability to project what the needs of the program are and to ensure that appropriate supplies are ordered and or purchased as needed.
- ix) Knowledge of Metis history and knowledge of the Metis community and culture
- x) Effective communication and good

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: \$19.39 to \$22.58

This position requires Union membership.

Please submit resume with cover letter, indicating the position applying for to the attention of: Kay Rampersad, by email: krapersad@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.