

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Cultural Worker – Matawa Education and Care Centre (MECC)

PURPOSE OF THE POSITION

Reporting to the Education Manager, the Principal and the Vice Principal, the MECC Cultural Worker works collaboratively with the Administration and Teachers to link cultural activities to provincial curriculum expectations. The MECC Cultural Worker will provide programming, curriculum and training support to the MECC staff and students. The MECC Cultural Worker assists with the on-going development of courses and enrichment of curriculum to meet the academic and cultural needs of the MECC students. The MECC Cultural Worker assists teachers with identifying, developing and integrating cultural resource materials for all students and works with Anishinaabeg students to learn about their cultural identity.

SCOPE

As a member of the MECC team, the MECC Cultural Worker supports students as they move toward the successful completion of their secondary education and continue on their pathways to work, training or post-secondary education programs. The MECC Cultural Worker supports students and teachers by providing and sharing cultural teachings, crafting, knowledge, resources and applicable skills of Anishinaabeg culture in an educational environment. The MECC Cultural Worker will promote a high regard for First Nations culture among the staff and students of the MECC.

The MECC Cultural Worker also assists the Principal in developing and facilitating cultural programming in the MECC. This includes assisting with the preparation and presentation of applicable reports and materials, identifying any materials or resources, which may be required, and organizing special events such as year-end graduation.

The MECC Cultural Worker will be subjected to confidential material in relation to the MLC and student information. The MECC Cultural Worker shall conduct themselves in a highly professional manner and must adhere to the appropriate guidelines regarding confidentiality as per Matawa First Nations policies and procedures.

The MECC Cultural Worker will continue to stay up-to-date on current best practices related to cultural activities in order to support improved student performance. This will include on-going networking with other practitioners of Anishinaabeg culture and regional professional agencies and organizations.

RESPONSIBILITIES

1. Program Development and Delivery

Main Activities:

- Develop and deliver identified cultural programs and activities;
- Provides relevant, competent cultural support services to the staff and students of the MECC;

- Ensures all cultural support services are delivered with excellence and conforms to the MECC's policies and procedures;
- Ensures every student receives the highest quality of cultural support services through decision-making that upholds the best interests and well being of every student for the enhancement and development of positive cultural identity;
- Recruit for and maintains a roster of Anishinaabeg Elders, Traditional Advisors and Healers for the provision of culturally appropriate healing practices for staff and students' well-being;
- Plan, organize and coordinate cultural workshops, programming and activities, teachings, ceremonies and healing practices for students and staff at the MECC;
- Assist in obtaining the necessary supplies, equipment and/or funds to facilitate cultural based functions at the MECC;
- Arranges and/or supports Anishinaabeg cultural events and activities for all MEC students including events in the local community;
- Provide on-going support and encouragement to students in their academic work and in their planning for post-secondary (i.e. college, university, trades, work); and
- Assist the Principal to identify areas of partnership with potential mentors, organizations and businesses that will support students' goals and academic success.

2. Administration

Main Activities:

- Maintain and develop long range plans and provide related reporting as required;
- Maintain daily activity attendance and other non-academic records as required;
- In consultation with the Principal, prepare an annual programming budget;
- Monitor use of resources with administration to ensure adequate program resources are available;
- Facilitating/attending cultural training and professional development;
- Prepare resources and programming for student cultural needs and interests on an annual basis;
- Assist teachers in reporting student progress as required to the Principal, students, parents/guardians, and Education Counsellors;
- Liaise and work with parents/guardians and Matawa Education Authorities to support students' well-being.

3. Leadership

Main Activities:

- Monitor and modify programs and materials as necessary to ensure they meet identified student cultural and mental wellness needs;
- Liaise and build relationships with Matawa First Nations, and with government agencies and regional partners;

- Advocate for students to ensure individual student cultural and mental wellness needs are met;
- Recommend additional cultural resources to support program development and success for all students;
- Develop and enhance relationships with First Nation Education Authorities, Elders, parents, and Education Counsellors (e.g. Visit students' home communities); and
- Acts in a professionally appropriate manner and is a positive role model for students.

4. Other Duties

Main Activities:

- To assist the Principal with the development of student recruitment materials, MECC resources and content for the Education Department website.

5. Perform other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Grade 12 diploma;
- An individual of Anishinaabe ancestry with understanding, practice and sharing of Anishinaabe culture, traditions, ceremonies, history, principles and values is considered an asset;
- Demonstrated knowledge and understanding of, and personal commitment to the Anishinaabe way of life with ongoing involvement with Anishinaabe culture and traditions;
- Demonstrated working knowledge of Anishinaabe educational resources and an understanding of Anishinaabeg students and family cultural needs;
- Ability to work independently and with confidentiality;
- Excellent communication and interpersonal skills;
- Demonstrated initiative in meeting the needs of students in and out of the classroom;
- Willingness and ability to travel as required, to both road-accessible and fly-in communities;
- Fluency in Ojibway or Oji-Cree is considered an asset; and
- Experience in First Nation education is considered an asset.

Skills

The incumbent must demonstrate the following skills:

- Knowledge and experience of Anishinaabe culture and traditions;
- Knowledge of culturally appropriate instructional skills for a variety of audiences;
- Excellent written, verbal, interpersonal, presentation, and analytical skills; and
- Holding or having the ability to obtain a valid Ontario Driver's License.

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the MECC Cultural Worker. The incumbent must also demonstrate the following personal attributes:

- Excellent interpersonal and communication skills;
- Must provide a current Criminal Record Check and tuberculosis skin test;
- Flexibility;
- Ability to work effectively with parents, students, co-workers, and administrator; and
- Willingness and ability to travel as required, to both road-accessible and fly-in communities.

WORKING CONDITIONS

Physical Demands

The MECC Cultural Worker may have to travel throughout the community in all weather. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The MECC Cultural Worker may have to spend long hours outdoors, sitting and using office equipment, computers, and attending meetings.

Environmental Conditions

The building may be a busy facility. The MECC Cultural Worker may have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of students and Matawa staff members. The MECC Cultural Worker may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer, which may cause eye strain and occasional headaches. The MECC may be noisy and busy making it difficult for staff to concentrate.

Mental Demands

The MECC Cultural Worker will have to manage a number of requests and projects at one time. They must be aware of Education Department business in the community and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

Employee Signature

Printed Name

Date

I certify that I have read and understand the responsibilities assigned to this position.

Supervisor's Title

Supervisor's Signature

Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Chief Executive Officer's Signature

Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.