

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Indigenous Language Specialist

PURPOSE OF THE POSITION

Under the direction and supervision of the Education Manager, PASS Administrator and NZ Indigenous Language Revitalization Specialists (ILRS), the Indigenous Language Specialist (ILS) is responsible for assisting with the development and translations of Curriculum and Language Resources, maintain current knowledge of curriculum philosophy, practice, course approvals, reapprovals, accreditation regulations, criteria and ongoing training of Language Tutors and Tutor Assistants in the Matawa Waka Tere Delivery Methodology. ILS must liaise and maintain effective relationships within the Matawa First Nation communities to promote the development and ongoing success of the Indigenous Language Revitalization Project.

SCOPE

As a fluent speaker of Ojibway, Oji-Cree or Cree who possesses specialized knowledge and expertise in their native language, the ILS will apply the Matawa Waka Tere delivery Methodology and language programme philosophy to train fluent community speakers in adult education techniques. The position also requires the ILS to assist in the development of curriculum, resources and assessment tools for students and tutors that are part of the learning process. The ILS is responsible for the accurate and timely preparation and submission of all reporting required by the ILRS, PASS Administrator and Education Manager related to the Indigenous Language Revitalization Project.

The ILS must be able to work effectively independently and, in a team, setting, which may include other members of the Matawa Education Department, the Matawa Regional Advisory Committee on Education, community members and Matawa First Nations political leadership. In addition, the ILS has a supporting role in developing and maintaining relationships with external organizations, agencies and businesses in creating and sustaining supports and programming for the Indigenous Language Revitalization Project.

RESPONSIBILITIES

1. Program Development and Delivery

Main Activities

- Assist with course development and delivery
- Identify areas for continuing program development
- Assist with the development of language curriculum and delivery methodology
- Deliver training for fluent community speakers using Adult Education techniques
- Assist with the development of resources and assessment tools related to the program
- Ensure availability of required resources for students and staff
- Identify areas of need or areas in need of further enhancement related to the language revitalization program
- Develop partnerships with potential cooperative education mentors, organizations and businesses
- Assist in recruitment of tutors
- Provide on-going support and encouragement to Tutors and Students.

2. Administration

Main Activities

- Provide program reporting as required
- Maintain the integrity of the programme
- Liaise and work with ILRS to identify needs of the project
- Liaise and work with ILRS to recruit and support staff and students

3. Other Duties

Main Activities

- Assist ILRS with the development of student or staff recruitment and related materials
- Assist ILRS with the development of department resources and content for the Education Department website notably for Language Revitalization Project
- Assist with the development and design of promotional materials
- Other duties as they are assigned by the Education Manager, PASS Administrator and/or ILRS

4. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Ojibway, Oji-Cree or Cree Language.
- Ojibway, Oji-Cree or Cree Cultural Practices.

Skills

The incumbent must demonstrate the following skills:

- Excellent Organizational Skills
- Good written and verbal communication skills in English and one Indigenous Language (their own) that will empower the target languages
- Effective communication skills, including listening, in a cultural setting
- Experience working with Indigenous communities
- Effective time management skills
- Good skills in Word Processing, Excel and Adobe Creative Cloud
- Good reporting skills.
- Creative Thinking.

Personal Attributes

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

- Ability to work effectively in either a Team environment or
- Ability to work effectively with a variety of education stakeholders (e.g. management, language tutors, tutor assistants, students, co-workers, administrators) and to achieve results through a consultative approach
- Willingness and ability to travel as required, to both road-accessible and fly-in communities
- Willingness to work in a variety of settings
- Must be willing and able to live in Thunder Bay, ON for duration of project

WORKING CONDITIONS

Physical Demands

The ILS may have to travel in the community and to Matawa First Nations 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 ILS may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The workplaces used for the Indigenous Language Revitalization Project may be busy environments. The ILS may have to manage a number of people (mainly Tutors, Tutor Assistants and Students) and projects at one time, and they may be interrupted frequently to meet the needs and requests of other staff members. The ILS 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 workplaces may be noisy and busy making it difficult for the ILS to concentrate.

Mental Demands

The ILS may 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

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name Date	<hr/> Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	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.