

# MATAWA FIRST NATIONS MANAGEMENT



## Job Description

## Indigenous Language Coordinator

**QMS No.:** FIN-HR-TEM 065 **Dept.:** Finance/Admin. **Rev No/Date:** / **Issue Date:** Jan. 18/11 **Approved** David Paul Achneepineskum

## **PURPOSE OF THE POSITION**

Reporting to the Matawa Education and Care Centre (MECC) Education Manager, the Principal and Vice Principal, the Indigenous Language Coordinator (ILC) will provide traditional language sessions such as Ojibway and Oji-Cree to Matawa youth. They will be tasked with ensuring students learn basic and advanced language skills needed to speak to Elders and community members.

The ILC will develop programming specific to Matawa language learners and the Matawa communities' dialects. More importantly, the ILC will help to revitalize youth's knowledge of their traditional language resulting in improved self-esteem, cultural identity, and overall mental wellness.

## **SCOPE**

The Indigenous Language Coordinator will work closely with the Choose Life Coordinator and the Mental Health Land-Based Coordinator to develop an indigenous language program with a focus around mental wellness and positive choices. Further, the position will assist in the development and implementation of the Indigenous language curriculum by working closely with the MECC Teachers, Elders and Cultural Workers. As a fluent speaker of Ojibway or Oji-Cree who possesses specialized knowledge and expertise in their native language, the ILC will apply the Matawa methodology and language program philosophy to teach students using approved education techniques. The position also requires the ILC to assist in the development of resources and assessment tools for students and tutors that are part of the learning process. The ILC is responsible for the accurate and timely preparation and submission of all reporting required by school administration and/or appropriate governing bodies.

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

## **RESPONSIBILITIES**

### Main Activities:

- Assist with development of culturally relevant course curriculum and materials while ensuring consideration is paid to student mental wellness;
- Prepare lesson plans and develop resources and assessment tools related to the program;
- Develop stable, and solid relationships with students while maintaining appropriate boundaries;
- Adapt course delivery to the individual needs of each student;

- Track and report performance data to determine where changes need to be made and which strategies and methods are working or not working;
- Identify areas of need for further enhancement related to the indigenous language program;
- Aid students with improving listening, speaking, reading and writing skills;
- Attend staff meetings to address situations and remain up to date on the changes in the school and relevant legislations;
- Attend special events held by the school and engage with students;
- Actively participate in monitoring, evaluation and accountability activities;
- Provide program reporting as required;
- Other duties as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- Bachelor's Degree Indigenous Language teaching preferred;
- Membership with the Ontario College of Teachers, or equivalent experience preferred;
- Minimum three years' related work experience working with Indigenous youth or students;
- Knowledge and understanding of First Nation and Ontario education systems;
- Demonstrated ability to work effectively with school staff, parents, administration, government and First Nation organizations;
- Knowledge of local programs and services for youth;
- Ability to maintain a high level of confidentiality;
- Knowledge of Ojibway, Oji-Cree or Cree is an asset.

### **Skills**

The incumbent must demonstrate the following skills:

- Experience working with First Nations students or youth;
- 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. The incumbent must also demonstrate the following personal attributes:

- Must be able to perform work duties with minimal supervision;
- Valid Ontario driver's license;
- Must provide a current Criminal Record Check with vulnerable records check and tuberculosis skin test.

## **WORKING CONDITIONS**

### **Physical Demands**

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 Indigenous Language Coordinator may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

The Matawa Building may be a busy facility. The Indigenous Language Coordinator may have to manage a number of projects at one time, and may be interrupted frequently. The Indigenous Language Coordinator 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 eyestrain and occasional headaches.

### **Mental Demands**

The Indigenous Language Coordinator will have to manage a number of requests and projects at one time. They must be aware of Tribal Council business in the communities 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.
<hr/> 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.