

# MATAWA FIRST NATIONS MANAGEMENT



**Matawa**  
EDUCATION & CARE CENTRE

## Job Description

### Cultural Lead – Matawa Education and Care Centre (MECC)

## **PURPOSE OF THE POSITION**

Reporting to the Matawa Education Executive Director, the Principal and the Vice Principal of the Matawa Education and Care Centre (MECC), the Cultural Lead works collaboratively with the Administration and Teachers in community development and capacity building within the MECC. This person ensures significant factors such as effective design, delivery, implementation, evaluation and cultural connectedness are present in specific programming. The Cultural Lead ensures programming is sustainable and effective in recreational activities that building youth engagement. The Cultural Lead coordinates cultural planning and various community resources to enhance daily activities. Cultural programming includes a wide variety of formally organized activities on the land.

## **SCOPE**

As a member of the MECC team, the Cultural Lead supports the Cultural Workers by developing an effective and collaborative cultural program. The Cultural Lead supports their team by ensuring there is cultural connectedness throughout the activities. The MECC Cultural Lead will promote respect for First Nations culture among the staff and students enrolled at the MECC.

The Cultural Lead assists the Principal and Vice Principal in developing and facilitating cultural programming at the MECC. This includes taking the lead on the preparation and presentation of applicable reports and materials.

The Cultural Lead 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 identify 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 clear instruction of the cultural team facilitating engaging programming;
- 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;
- Coordinate and delegate 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 MECC students including events in the local community;
- Prepare and present to the Principal and Vice Principals areas of partnership with potential mentors, organizations and businesses that will support cultural teams' goals and success.

### **2. Administration**

#### *Main Activities:*

- Maintain and develop long range plans and provide related reporting as required;
- In consultation with the Principal and Vice Principal, prepare an annual programming budget;
- Monitor use of resources with administration to ensure adequate program resources are available;
- Facilitate/attend cultural training and professional development;
- 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;
- Develop and enhance relationships with First Nation Education Authorities, Elders, parents, and Education Counsellors
- Acts in a professionally appropriate manner and is a positive role model for the cultural team.

4. **Other Duties**

*Main Activities:*

- To assist the Principal and Vice 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:

- Diploma or Degree in a relevant field or equivalent combination of education and experience;
- Knowledge and experience with computer systems (Apple preferred);
- 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;
- Willingness and ability to travel as required, to both road-accessible and fly-in communities;
- Fluency in Ojibway, Cree Oji-Cree or 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 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;
- 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;
- Must be “fully vaccinated” against COVID-19. (In Ontario, a “fully vaccinated individual” is defined as one who has received the required number of doses as outlined by Health Canada and they have received their final dose of the COVID-19 vaccine at least 14 days ago.) Must provide Health Canada's proof of vaccination (vaccine receipt or enhanced vaccine certificate).

## **WORKING CONDITIONS**

### **Physical Demands**

The MECC Cultural Lead 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 Lead may have to spend long hours outdoors, facilitating on land learning experiences.

### **Environmental Conditions**

The building may be a busy facility. The MECC Cultural Lead 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 Lead 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 Lead 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**

<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/> Executive Director'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.