



**MATAWA HEALTH
CO-OPERATIVE**

**CULTURAL COORDINATOR
JOB DESCRIPTION**

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).

PURPOSE OF THE POSITION

Matawa First Nations established the Matawa Health Co-operative (MHC). This provincially incorporated Co-operative consists of the nine Matawa member communities – Webequie, Neskantaga, Nibinamik, Eabametoong, Marten Falls, Aroland, Ginoogaming, Long Lake #58 and Constance Lake First Nations.

The Cultural Coordinator will work closely with the Director of Mental Health Services, the Mental Health Team, Cultural & Land-Based Mental Health Workers and Matawa Health Cooperative staff. He/she will report to the Executive Director of the Matawa Health Co-operative.

SCOPE

The MHC Cultural Coordinator will be responsible for the development, planning, and delivery of cultural-based wellness programming and events as well as the development, distribution, and promotion of wellness-based resources and materials that focus specifically on Indigenous ways of being, traditions, and culture. The MHC Cultural Coordinator will also be responsible for creating and building positive working relationships and partnerships with trusted Elders and Knowledge Keepers and seeking opportunities to incorporate their participation and input into program planning and development. Ultimately, the purpose of this position is to work towards ensuring Matawa members have greater accessibility to cultural and/or traditional and land-based methods for healing. All of this must be done so from a holistic perspective; seeking to address all areas of wellness including: physical, mental, emotional, and spiritual.

RESPONSIBILITIES

- Develop, plan, and deliver cultural and land-based wellness programming and/or events to Matawa children and youth who are in Thunder Bay as well as the Matawa First Nation remote communities. Flexibility with delivery and facilitation of programming is required as this may be done in person, hands-on/land-based, or online/virtually;
- Develop, distribute, and promote cultural-based wellness resources and materials that are focused on Indigenous ways of being, traditions, and culture;
- Seek input and feedback from Matawa communities/ leadership and front-line staff as well as their trusted Elders and Traditional Knowledge Keepers to ensure that we are offering programming, resources, and information that is responsive to the unique needs and requests of each community;
- Plan, organize, offer, and delivery of cultural and land-based wellness presentations & workshops;
- Offer education and accessibility to our Matawa members as it pertains to traditional, spiritual, and land-based healing practices, approaches, and beliefs (e.g.; sweat lodge, ceremony, fasting, traditional teachings, use of and harvesting of medicines, medicinal use of plants, etc.)
- Build and establish collaborative working relationships with Elders and Traditional Knowledge to ensure that we are incorporating their presence and input into programming content and materials;

- Work to establish an on-line presence on social media platforms with the intent of reaching a greater audience/more Matawa members;
- Work as part of a multi-disciplinary team/ work collaboratively with MHC's Mental Health Team, Cultural & Land-Based Mental Health Workers, Youth Staff, MHC's Health Promotions Educator and MHC's Mental Health Promotions Resource Worker (Youth);
- Maintain cultural competency throughout ongoing mental health and wellness activities and/or programming, and act as a cultural resource person to Matawa children and youth;
- Connect members to culturally relevant supports as requested/needed;
- May require travel to Matawa First Nation communities, often by small aircraft;
- All other duties as deemed necessary by your immediate Lead/Supervisor.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Strong understanding and knowledge of traditional, spiritual, and land-based healing practices, approaches, and beliefs;
- Understanding and knowledge of cultural history, teachings, and stories (e.g., storytelling, legends, clan systems, Grandfather teachings, medicine wheel);
- Understanding/ knowledge of traditional land-based/life skills (e.g., hunting, fishing, trapping, hide tanning, birch bark/bead work, clothing and footwear, ribbon skirt/shirt making, and moccasins, etc.);
- Understanding and knowledge of traditional, spiritual, and land-based healing practices, approaches, and beliefs (e.g.; sweat lodge, ceremony, fasting, traditional teachings, use of and harvesting of medicines, medicinal use of plants, etc.);
- Familiar with creating and facilitating programming as well as development of resources and materials;
- Experience with planning, organizing and running programs/events;
- Knowledge of culturally inclusive supports and services, both in Thunder Bay and in the Matawa communities;
- Knowledge of First Nations culture, history, community-based services, geographic realities and social conditions within remote First Nations communities;
- Cultural Competency.

Skills

The incumbent must demonstrate the following skills:

- Easily able to problem-solve and quickly re-route planning/establish alternate solutions as needed;
- Self-starter who is able to effectively work independently as well as part of a team;
- Strong interpersonal skills. An ability to establish and maintain rapport effectively with clients, community contacts and partners;
- Excellent communications skills (written and oral);
- Highly organized, capable to multi-task and manage time effectively;
- Planning and promotion;

- Ability to execute planning in an organized fashion while also ensuring that all parties involved in planning are clear of what is expected of them and tasks for which they are responsible for;
- Proficiency in computer skills and technology-based applications: word processing/Microsoft Word, Outlook/email, electronic databases, etc.

Personal Attributes

The incumbent must demonstrate the following personal attributes:

- Creative, patient and encouraging,
- Excellent Leadership;
- Genuine interest and passion for cultural, traditional and land-based activities;
- Able to engage others and spark the interest and curiosity of others as it pertains to cultural, traditional and land-based activities;
- Networking Skills, easily able to create and build partnerships;
- Organizational and planning skills;
- Outgoing, strong group facilitation, public speaking and presentation skills;
- High degree of accuracy and attention to detail;
- Demonstrate sound ethics (personally and professionally);
- Must be able to perform work duties with minimal supervision;
- Must be willing to work in a team like setting.

QUALIFICATIONS AND REQUIREMENTS

The incumbent must have proficient knowledge in the following areas:

- Diploma related to the area of Social Work (e.g., Indigenous Services, Native Child & Family Services, Child & Youth Care, Social Service Worker);
- Applicants with a Secondary School Diploma/equivalency may be considered in instances where they have credible hands-on experience which would have prepared them to be capable of performing the duties and responsibilities associated with this position;
- Minimum of 2 years' experience working with Indigenous children, adolescents and/or families in a social services field;
- Experience with planning and facilitating programming considered an asset;
- Valid G class driver's license (ON) and must be willing to provide a police criminal background check;
- Previous experience working with First Nations communities is an asset;
- Fluency in Cree, Oji-Cree, or Ojibway is an asset;
- Support system and self-care strategies in place to maintain own well-being.
- Ability and willingness to work flexible and irregular work hours, dependent on scheduled events and programming;
- 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 employee may have to travel to the communities 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 employee may often be required to do hands-on work with community members, which will require that they are physically capable of being on their feet/active for long periods of time.

Environmental Conditions

The Matawa work environment can often be busy. The employee may have to manage a number of projects at one time, and may be interrupted frequently. The employee may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks. Additionally, the employee may be required to attend, participate in, and facilitate events which will require that they are able to tolerate and manage themselves professionally in environments which can often be extremely busy and noisy. Required to travel to Matawa First Nation Communities in all weather conditions.

Sensory Demands

Sensory demands can include to spend an adequate amount of time with use of a computer and may experience eye strain and occasional headaches.

Mental Demands

The employee will have to manage a number of requests and projects at one time. They must be aware of MHC business in the communities and all relevant legislation, policies, and procedures. They must be available at times to work flexible workdays/hours. The employee must be prepared to deal with emergencies and stressful situations at any time. Will need excellent organizational, time and stress management skills to complete tasks.

Additionally, given that the employee will be working in the field of Mental Health; the employee should be prepared to encounter situations where they may be personally triggered by scenarios they encounter professionally and/or information that is disclosed to them whilst doing front-line work. As such, it is imperative that employees have effective and healthy coping strategies implemented in their day-to-day lives in order to manage the stress they may potentially encounter throughout their work-day both during and after work-hours.

CERTIFICATION

Employee Signature

Supervisor's Title

Printed Name Date

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.