



Ginoogaming First Nation Job Description

Ginoogaming First Nation

Position Title:

Cultural Worker – Education Department

Department:

Education Department

Supervisor:

Education Director

Position Overview:

Working for the Ginoogaming Education Department, the Cultural worker will provide programming, curriculum and training support to the Education Department staff and students. The Cultural worker will assist with on-going development of courses and enrichment of curriculum to meet the academic and cultural needs of Ginoogaming students and will assist the teachers in identifying, developing and integrating cultural resource materials for all students to have the opportunity to learn about their cultural identity.

General duties include:

Strategic and Operational Planning

- Program Development and Delivery
- Develop and deliver identified cultural programs and activities
- Recruitment of 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
- Develop and enhance relationships with First Nation Education Authorities, Elders, parents, Education counsellors and visit students at home when needed
- Liaise and build relationships with Matawa First Nation, 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

Financial Management

- Identify financial requirements and participate in the budgeting process.
- Prepare reports for funding entities.
- Assist in preparation of annual programming budget

Program and Service Delivery Management

- Provide relevant, competent cultural support services to the staff and students



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- Ensure all cultural support services are delivered with excellence and conforms to all policies and procedures
- Assist in obtaining necessary supplies, equipment and/or funds to facilitate cultural based functions
- 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)
- Assisting the Principal to identify areas of partnership with potential mentors, organizations and businesses that will support students' goals and academic success.
- Maintain and develop long range plans and provide related reporting as required,
- Maintain daily activity attendance and other non-academic records as required;
- Facilitating/attending cultural training and professional development
- Liaise and work with parents/guardians and education counsellors
- Monitor and modify programs and materials as necessary to ensure they meet identified student cultural and mental wellness needs.
- Act in a professionally appropriate manner and be a positive role model for students
- To assist with the development of student recruitment materials
- As assigned by Chief and Council

Working Relationships

- Students – Local Schools
- Student Support Officer
- Cultural coordinators
- Elders
- Community
- First Nation Education Authorities
- Education Counsellors
- GFN's Social Staff
- Band Manager
- Finance Manager

Performs other duties and responsibilities as necessary in the performance of the position and as assigned by Chief and Council.



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Knowledge, Skills and Abilities:

- Anishinaabe ancestry with understanding, practice and sharing of Anishnaabe 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 Anishnaabe culture and traditions;
- Ability to work independently and with confidentiality;
- Exceptional organizational, documentation and time management skills
- Excellent communication and interpersonal skills
- Willingness and ability to travel as required, to both road accessible and fly-in communities;
- Fluency in Ojibway, Cree or Oji-Cree considered an asset;

Experience and Education Requirements:

- Grade 12
- Experience in First Nation education an asset

Environmental Conditions (*optional*):

- Physical Effort: Physical effort is required by way of having various activities to engage with the youth.
- Physical Environment: Office environment. Educational Institutes. Travel is required
- Sensory and Mental Attention: The environment may involve distractions and interruptions.

Other Requirements:

- Professional appearance.
- Follow all GFN Policies and Procedures and display a commitment to the values and culture of the GFN.
- Ability to successfully and periodically undergo an appropriate criminal records review and police record check is required.
- Performs other duties and responsibilities as necessary in the performance of the position and as assigned by the department manager, Band Manager of Chief and Council.

Employee's Statement

I have been given the opportunity to read and comment on the content of this work description.



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Name of Employee	<div data-bbox="755 346 1096 388">_____</div> <div data-bbox="755 367 836 388">Signature</div> <div data-bbox="1209 346 1380 388">_____</div> <div data-bbox="1209 367 1258 388">Date</div>
Supervisor's Statement	
This job description accurately describes the responsibilities assigned to this position.	
Name of Supervisor	<div data-bbox="755 640 1096 682">_____</div> <div data-bbox="755 661 836 682">Signature</div> <div data-bbox="1209 640 1380 682">_____</div> <div data-bbox="1209 661 1258 682">Date</div>