MATAWA FIRST NATIONS MANAGEMENT

Matawa
EDUCATION & CARE CENTRE

Job Description

Cultural Activities Worker

QMS No.: FIN-HR-TEM 065 **Dept.:** Finance/Admin. **Rev No/Date:** / **Issue Date**: Jan. 18/11 **Approved** HRD Angelle Rebelo

PURPOSE OF THE POSITION

Reporting to the Matawa Student Care Centre Manager and the Cultural Activities Lead, the Cultural Activities Worker (CAW) is responsible for developing, implementing, and evaluating culturally relevant and engaging programs for students of the Matawa Student Care Centre (MSCC).

SCOPE

As a member of the MSCC team, the CAW supports students as they move toward the successful completion of their secondary education and continue on their pathways to work, training or post-secondary education programs. The CAW is responsible for organizing and delivering programs for youth living in the MSCC and attending the Matawa Education and Care Centre (MECC). The CAW will consult with MECC staff, MSCC staff, students, and Matawa community representatives to determine their needs and develop programs in response to those needs.

The CAW supports students and teachers by providing and sharing cultural teachings, crafting, knowledge, resources, and applicable skills of Anishinaabe culture in an educational environment. The CAW will promote a high regard for First Nations culture among the staff and students of the MSCC and MECC.

The CAW 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. Research and develop programs for Matawa students.

   Main Activities
   - Assess the program requirements of Matawa Student Care Centre youth
   - Communicate with Matawa students to determine their needs and interests
   - Communicate with organizations representing youth to determine the recreational needs of Matawa students
   - Ensure every student receives the highest quality of cultural support services through decision-making that upholds the best interests and wellbeing of every student for the enhancement and development of positive cultural identity
   - Plan, organize and coordinate cultural workshops, programming and activities, teachings, ceremonies and healing practices for students and staff at the MSCC

- Ensure a variety of sport, recreation, cultural and other programs are planned and implemented
- Ensure program information is available
- Evaluate the effectiveness of programs
- Identify areas where new programs are needed

2. Plan and implement activities for Matawa students.

   Main Activities
   - Schedule activities, facilities, and volunteers as required
   - Supervise and lead activities for Matawa students
   - Recruit, train, and oversee volunteers
   - Monitor the use of equipment and facilities
   - Monitor and modify programs and materials as necessary to ensure they meet identified student cultural and mental wellness needs
   - Support youth as they plan, lead and assess a community event

3. Promote programs and local services.

   Main Activities
   - Ensure the Matawa students are aware of available activities
   - Arrange for advertising of programs and services
   - Maintain contacts with local, regional, and territorial organizations for youth
   - Recommend additional cultural resources to support program development and success for all students.

4. Administer programs for Matawa students.

   Main Activities
   - Prepare a plan for student activities
   - Prepare the program budget
   - Prepare financial and program reports
   - Record information on, and prepare reports concerning youth programs, costs, attendance, equipment, and facility use
   - Advocate for students to ensure individual student cultural and mental wellness needs are met
   - Provide monthly and yearly reports about programs and opportunities
   - Ensure all programs and activities are implemented according to relevant education legislation, policies, and procedures

5. Perform other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- 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.
- Fluency in Ojibway, Cree or Oji-Cree is considered an asset.
- Demonstrated initiative in meeting the needs of students outside the school environment
- Knowledge of legislation, regulations, policies, and procedures for involving youth in community programs
- Knowledge of office administration and procedures

Skills

The incumbent must have proficient skills in the following areas:

- Ability to administer student programs
- Knowledge of culturally appropriate instructional skills for a variety of audiences
- Analyzing and problem-solving skills
- Excellent decision-making skills
- Effective negotiation and mediation skills
- Excellent stress and time management skills
- Excellent written, verbal, interpersonal, presentation, and analytical skills
- Holding a valid Ontario Driver's License

Personal Attributes

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

- Excellent interpersonal and communication skills
- An ability to adjust to changes
- Demonstrated ability to work effectively with parents, students, co-workers, and administrators
- Be honest, trustworthy, and respectful

- Possess cultural awareness and sensitivity
- Demonstrate sound work ethics

Education/Training/Certification

- Minimum grade 12 diploma,
- Experience in any of the following areas: Community Services (Child & Youth Worker; Recreation & Leisure; Social Service Worker; ECE); or equivalent community work experience is considered an asset
- Aboriginal specific programs (community advocacy, education, family, and child services); Aboriginal Studies, studies in teaching and education
- Suggested skills: workshop and/or other facilitation experience, experience working with children and youth in leadership capacity, community development experience
- Must provide a current Criminal Reference /Vulnerable Sector Check

WORKING CONDITIONS

Physical Demands

The CAW may have to travel throughout the community and/or to Matawa 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 CAW may have to spend long hours sitting and using office equipment, computers, and attending meetings.

Environmental Conditions

The Matawa Education and Care Centre may be a busy facility. The CAW may have to manage several 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 CAW 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 MSCC may be noisy and busy making it difficult for the CAW to concentrate.

Mental Demands

The CAW may have to manage several 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

_____ Employee Signature _____ Printed Name Date I certify that I have read and understand the responsibilities assigned to this position.	_____ Supervisor's Title _____ Supervisor's Signature Date I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ 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.