



Native Child and Family Services of Toronto

Native Child and Family Services of Toronto is an Indigenous, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Indigenous families, children, and youth within the greater Toronto area. Our agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions.

Indigenous Culture Program Liaison

Classification: Regular Fulltime
Hours: 35 hrs/wk.

Location: 30 College St.

Position Summary

Reporting to the Executive Director, the Indigenous Culture Program Liaison is responsible for the development and implementation of an internal/external Indigenous Culture Strategy to foster relationships with community Elders and knowledge keepers that can support the enrichment of Indigenous culture within NCFST to further support the service model and strategic direction of the Agency. The Cultural Program Liaison will be primarily responsible for the following functions:

- Ensuring that senior management are connected to Indigenous Elders, knowledge keepers and community, to provide the cultural resources and relationships necessary to ensure ongoing decolonization and indigenization of programming and services
- Developing and implementing an NCFST Culture Strategy to support the strategic direction of NCFST, including policies and procedures;
- Aiding in the cultural transformation of both the internal structure and practice, and external relationships at NCFST
- Providing direct supervision to cultural program staff, determining work priorities, assigning duties, providing direction and training, setting performance standards, and conducting performance appraisals, etc.
- Supporting initiatives that are connected to the agency's Indigenous programs or projects;
- Improving the working environment for Indigenous and non-Indigenous employees by promoting cross-cultural understanding;
- Developing and chairing an internal Cultural committee to address and implement strategies to meet the needs of our staff and clients;
- Participating as a lead member of the team in the achievement of departmental and team cultural service objectives and targets, while retaining fiscal management responsibility for cultural events and programs;
- Planning and implementing Cultural Awareness Events for staff and clients to achieve inclusivity, respect of teachings, awareness, and understanding how NCFST employees work together, deliver service, outreach to the community and communicate with external government agencies in a Good Way.
- Liaising with Elders, knowledge keepers and communities, and sharing information to enrich our cultural internal and external communication that impacts service delivery;
- Developing and maintaining effective relationships with First Nations Councils, Elders, committees and applicable agencies;
- Developing processes and facilitating cultural awareness through induction and orientation processes and a variety of ongoing learning and development initiatives;
- Developing an evaluation method to assess program strengths and identify areas for improvement and work with Quality Assurance to identify key performance indicators;
- Ensuring participation in impact assessments, proposals, and developments for long-term projects
- Assisting in the preparation and drafting of a variety of proposals for submission to funding sources seeking support for new program initiatives and services;
- Maintaining updated files and relevant documentation, provides statistical information as required;
- Acting as the main resource internal/externally and providing information and connections to ensure that cultural knowledge and practices are understood and maintained;

- Integrating culture at Early Years and Aboriginal Head Start programs and cultural activities;
- Establishing a roster of Indigenous Elders, knowledge keepers and professionals to ensure the provision of culturally appropriate practices as required;
- In collaboration with Service, developing material and facilitate outreach to clients, care givers and the broader community to ensure they are aware of the availability of cultural services;

Qualifications

- Combination of education and experience in a related area of study and/or similar job capacity;
- Minimum 3 years of experience working in Indigenous communities and/or Indigenous social service organizations in a cultural coordinator context. Alternatively, an equivalent combination of education and experience.
- Proven history of apprenticeship to an Indigenous Elder, Cultural Teacher, Cultural Healing Practitioner or other form of Traditional Practitioner
- Proven experience supporting cultural ceremonies in Indigenous communities and/or Indigenous social service organizations
- Pass a Vulnerable Sector Police Record Check.
- Demonstrated working knowledge of Indigenous educational resources
- Lived experience in Indigenous cultural beliefs, values, norms, ceremony, and teachings relevant to the clients, staff and Indigenous community served by NCFST;
- High level of literacy and understanding in Indigenous cultures and in urban Indigenous issues;
- Good general knowledge of budget management.
- Commitment to providing services in ways that respect Indigenous cultural and spiritual practices;
- Commitment and proven ability to guide and support Indigenous people and NCFST staff in their desire and effort to embrace their cultural values and traditions;
- Ability to speak an Indigenous language will be considered a major asset;
- Excellent communication skills in order to effectively liaise and work with individuals from diverse cultural and educational backgrounds;
- Possesses good technological skills and experience using MS Office products;
- Possesses excellent planning, organizational and administrative skills;
- Possesses analytical, problem solving, negotiation and decision making skills;
- Ability to work independently or to function within a team approach to service delivery;
- Possession of a valid driver's license and access to a reliable vehicle.
- Demonstrated understanding, and commitment to, integrating the NCFST's Mission and values in to practice, service and relationships.
- Demonstrated understanding of workplace Health and Safety practices and understanding of an employee's responsibility under current legislation.
- Ability to work effectively with all levels of staff, to maintain effective communication and working relationships, demonstrating strong interpersonal skills, tact, sensitivity and build strong internal relationships.

If you are interested in this job opportunity, please apply by email on or before **October 1, 2018** hrncfst@nativechild.org quoting reference number **#18-08-13**

NCFST is committed to staffing a workforce representative of the Indigenous population we serve. We encourage First Nation, Metis and Inuit applicants to apply and please self-identify in their cover letter.

We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process.

We thank you for your interest, however, only those applicants selected for an interview will be contacted.