



Dnaagdawenmag Binnoojiiyag

Child & Family Services

517 Hiawatha Line
Hiawatha First Nation, ON
K9J 0E6

Employment Opportunity Elder/Knowledge Keeper – All Regions

Purpose of the Position:

Reporting to the Cultural Services Supervisor, the Elder / Knowledge Keeper is responsible for providing direct and indirect cultural services to the Agency, Board of Directors and staff in order to develop and enhance the cultural service practice of the Agency. The Knowledge Keeper will develop and deliver locally accepted cultural practices for the Agency in consultation with community Elders and cultural practitioners to facilitate preservation and promotion of traditional practices within member First Nations to enhance positive and strong cultural identity.

The Elder / Knowledge Keeper is responsible for providing education and training to Agency staff, member communities and external partners regarding cultural values, beliefs, traditions and perspectives on individual, family and community life. The Elder / Knowledge Keeper provides training to staff to develop client assessments and plans which adequately and appropriately incorporate cultural aspects into service delivery.

RESPONSIBILITIES

Develop and Implement Cultural Resources for the Agency:

- Ensure the Agency consistently provides relevant and culturally appropriate services.
- Coordinate and facilitate various community and Agency meetings to develop cultural practices for staff, families, communities and clients.
- Develop and maintain a resource list of cultural people, resources and other Elders / Knowledge Keepers available to the Agency.
- Develop and maintain policies and procedures for a cultural manual.
- Develop and implement a training plan on cultural practices in collaboration with the Staff Trainers.
- Train Agency staff about cultural practices, teachings, ceremonies and traditions that workers can implement in day-to-day practices.
- Implement cultural teachings and ceremonies as required and directed.
- Train Agency partners on cultural practices, teachings and ceremonies to ensure consistently-unified and culturally appropriate helping process.
- Ensure all agency meetings and gatherings reflect cultural practices to guide discussions and decisions.
- Establish linkages to community traditional helpers.

Relationship and Team Building:

Work collaboratively and cooperatively at all levels:

- Demonstrate behaviours, actions and attitudes that are consistent with Agency vision, mission and values.
- Provide opportunities for the enhancement and development of positive cultural identities of the children, families and communities served.
- Ensure appropriate communication and consultation with Supervisor at appropriate times.
- Ensure effective and professional communications with all internal and external service providers.
- Share information according to privacy and/or confidentiality guidelines.
- Work respectfully, positively, professionally and collaboratively with team members.

Administration and Reporting:

- Complete administrative functions and reports and adhere to Agency policies, procedures and relevant practices.
- Ensure confidentiality and safekeeping of all Agency documents and records.
- Develop and maintain a detailed work plan of activities.
- Develop and maintain accurate, up-to-date and concise work files.
- Prepare and deliver reports.
- Work in compliance with the Occupational Health and Safety Act and any other relevant legislation.
- Prepare and submit monthly, quarterly and annual reports and statistics.
- Prepare and submit monthly attendance records and travel expense claims.
- Follow the Agency's human resources, finance and other policies and procedures in the performance of duties.

Other Duties:

- Participate in internal or external committees as required or requested.
- Other duties as required and assigned.

KNOWLEDGE AND SKILLS

Education and Experience:

- Bachelor of Social Work or Indigenous Studies degree is preferred or willing to consider and pursue post-secondary education
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the "Sixties Scoop" upon them is essential.

Minimum Experience

- Three (3) years' experience in a social services organization developing and delivering cultural programs and services.
- Experience working with Indigenous people, organizations and communities.
- Experience with all four stages of the life cycle within the medicine wheel

Knowledge Requirements

- Knowledge of child welfare services issues at the First Nation and regional level.
- Knowledge of Dnaagdawenmag Binnoojiiyag Child & Family Services programs and services.

- Respect for, sensitivity towards as well as knowledge and understanding of Indigenous culture, traditions and the Seven Grandfather Teachings.
- Knowledge of First Nation service delivery, customs and traditions in relation to child welfare.
- Knowledge of the Child, Youth and Family Services Act.

Special Skills

- Strong cultural skills.
- Excellent interpersonal skills, oral and written communication skills.
- Excellent conflict resolution and problem-solving skills.
- Excellent organizational and time management skills.
- Excellent computer skills with MS Office software.
- Ability to manage multiple priorities.
- Ability to work independently and within a team environment.
- Ability to take initiative, meet deadlines and work flexible hours.
- Ability and willingness to support both traditional and contemporary healing practices.
- Ability to display a positive and helpful attitude.
- Ability to use good judgment in assessing difficult situations.
- Ability to guide and support individuals in their desires and efforts to embrace cultural values and traditions.
- Ability to work with confidential and sensitive information.
- Ability to understand and speak any traditional language is a definite asset.

Other Requirements

- Must provide a clear Police Records Check with Vulnerable Sector Check.
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel.
- Must have \$2 million automobile insurance coverage.

POSITION STATUS

Flexible on full time and part time position status pending the outcome of candidacy and selection.

WORK SITE LOCATION

Coverage is needed in our Eastern Region and Western Region with shared responsibilities of our Central Region. Physical Office location is negotiable within those regions.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Knowledge Keeper will typically be in an office setting. The Elder-In-Residence is frequently required to operate a computer, file and retrieve written documents, and work overtime when required or during emergency situations. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending. The Elder

In Residence will be required to travel to meetings in the province of Ontario. The administration of employees and child welfare issues can be mentally and emotionally challenging. As a result, this position is more mentally challenging than physically challenging. There will be extended

periods of sitting required when performing administrative tasks and while attending meetings.

Non-physical demands include a work environment where the noise level is usually quiet to moderate but may be loud on occasion. The nature of the position may expose the Knowledge Keeper to high levels of tension when dealing with issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

Salary Range: \$66,000.00 - \$80,222.00 (Dependent on Education and Experience), please note that part time employment would be paid in an hourly rate of \$36.26/hour - \$44.08/hour

Closing Date:

- Posting open until filled;
- Incomplete or late applications will not be considered;
- Only those selected will be contacted for an interview.

Please send:

- Application for Employment (available at www.binnoojiiyag.ca). Please indicate preferred location in your application;
- Expression of Interest Letter noting why you are interested in this role to:

Human Resources Recruitment
Dnaagdawenmag Binnoojiiyag Child & Family
Services, 517 Hiawatha Line
Hiawatha, ON K9J 0E6
Fax: 705-295-7137
Email: careers@binnoojiiyag.ca

Notes:

- Persons of First Nations, Inuit and Métis ancestry and members of Dnaagdawenmag Binnoojiiyag First Nations are encouraged to apply;
- For a full job description and any questions please email: careers@binnoojiiyag.ca