

Position:	Knowledge Keeper	Hours:	35 hours/week Flexibility is required (Monday – Friday 8:30 a.m. – 4:30 p.m.)
File No.:	FACSFLA-2021-10	Number of Positions:	of 1
Employment Type:	Full-time Permanent	Location:	Kingston, ON
Date Posted:	September 17, 2020	Closing Date:	October 1, 2020

Position Summary:

Reporting to the Manager of the First Nations, Inuit and Métis Team, the Knowledge Keeper is responsible for providing mentorship and guidance through the delivery of 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 Knowledge Keeper will be a member of and work in collaboration with the Agency's Kewaywin Circle.

In collaboration with the Manager of Equity and Transformation, the Knowledge Keeper is responsible for consultations, delivering 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 Knowledge Keeper provides consultation to staff to develop client assessments and plans which adequately and appropriately incorporate cultural aspects into service delivery.

Required Qualifications:

- 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, Inuit, and Metis (FNIM) peoples in Canada, and the impact of the legacy of Residential Schools and the "Sixties Scoop" upon them is essential.
- 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 of child welfare services issues at the FNIM and regional level.

- Knowledge of Family and Children's Services of Frontenac, Lennox and Addington's programs and services.
- Respect for, sensitivity towards as well as knowledge and understanding of FNIM cultures, traditions, and the Seven Grandfather Teachings.
- Knowledge of FNIM service delivery, customs, and traditions in relation to child welfare.
- Knowledge of the Child, Youth and Family Services Act.
- 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.

JOB DESCRIPTION:

Develop and Implement Cultural Resources for the Agency:

- Ensure the Agency consistently provides relevant and culturally appropriate services to children, youth, and families.
- Coordinate and facilitate various community and Agency meetings to develop cultural practices for staff, families, communities, and clients.
- Provide teachings, medicines, and healing opportunities to the members of the First Nations, Inuit, and Metis Team. Inform Agency supports to self-identified First Nations, Inuit, and Metis staff.
- 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.
- Provide consultation and training to Agency staff, volunteers and foster parent community about cultural practices, teachings, ceremonies, and traditions that workers can implement in day-to-day practices.
- Providing cultural consultation regarding the recruitment and retention of caregivers (foster parents and customary care)
- Implement cultural teachings and ceremonies as required and directed.
- Provide consultation and training to Agency partners on cultural practices, teachings, and ceremonies to ensure consistently unified and culturally appropriate helping process.
- Contribute to the delivery of full agency meetings and gatherings to support processes that

- are reflective of cultural practices when guiding discussions and decisions.
- Establish linkages to community traditional helpers.

Relationship and Team Building:

- Work collaboratively and cooperatively at all levels of the agency.
- 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.
- Provide direction and mentoring to FNIM team members regarding culturally specific resources for children, youth, and families.
- Ensure appropriate communication and consultation with Manager as required.
- Ensure effective and professional communications with all internal and external service providers, committees, and workgroups.
- 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.

How to Apply:

- To apply, please email your resume and cover letter quoting the competition file number and title of position you wish to apply for, to: hr@facsfra.ca Interested and qualified applicants are invited to apply in writing by Thursday, October 1, 2020.
- Please include the competition number and the title of the position in the subject line of the email.
- Please submit cover letter and resume as single attachment.

- When applying for multiple positions, please submit a separate application for each position following the above instructions.
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For further information, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](#)

We would like to thank all applicants; however only those selected for an interview will be contacted.

The Agency will provide support in its recruitment processes to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodations during the interview process, please contact Human Resources at hr@facsfla.ca

NOTE: We are a scent-free workplace.