



Cultural Resource Coordinator

JOB POSTING – BRISC - Friendship Centre

The Brantford Region Indigenous Support Centre is now accepting applications for the position of **Cultural Resource Coordinator**.

JOB SUMMARY:

The Cultural Resource Coordinator (CRC) is the point person to provide consistent cultural framework within the BRISC's programming and complement. The Cultural Resource Coordinator will coordinate and support all aspects of cultural knowledge transfer and planning within Indigenous Urban Community of BRISC which includes Brantford, Brant, Norfolk and Haldimand counties. The Cultural Resource Coordinator provides traditional teachings and ceremonies and coordinates access to Elders and Traditional people to meet the needs of the Friendship Centre community, with children, youth and families as the primary audience. The Cultural Resource Coordinator will work to promote cultural awareness, safety and competency within Friendship Centre communities at large while promoting healing and reconciliation.

SUPERVISION:

Under the direction of the Executive Director the Cultural Resource Coordinator is responsible for the effective and efficient delivery and administration of the Cultural Resource Coordinator Program (CRC), in accordance with all relevant policies and procedures.

RESPONSIBILITIES:

The Cultural Resource Coordinator shall have responsibility for the following:

Direct Supports:

- Facilitate talking, teaching and healing circles, with a priority to services and supports for Indigenous children, youth and families.
- Model behaviour in a manner that serves as an example of positive cultural values, attitudes, beliefs, and actions.
- Acquire, maintain and care for education tools/resources e.g. language resources, history books, art, and traditional and sacred items.
- Deliver traditional medicines' education, e.g. teachings, care for and use, storage, medicine bags, growing/picking, etc.
- Deliver traditional food education e.g. teachings on health benefits, harvesting, growing, preparing, storing.
- Promotion of language restoration.
- Remain current and implement wise practices in service provision from a culture-based platform.

Coordination:

- Connect with Elders and/or traditional resource people to conduct ceremonies as appropriate to the geographic areas and customs.
- Support the planning of traditional dancing, singing, drumming, community and/or seasonal celebrations/feasts, traditional and social events.
- Coordinate culture/social nights and community feasts, Elder socials and Elder/senior appreciation activities and Elder/youth knowledge exchange /mentorship activities.
- Coordinate land-based activities, e.g. fishing, trapping, medicine picking, etc.
- Provide space and opportunities for traditional arts & crafting.
- To assist in the development, implementation, and facilitation of new and relevant cultural services/programs within the Friendship Centre.

Planning and Networking:

- Work with Friendship Centre staff in support of the development of culture-based work plans that best support program and service design and provision for urban Indigenous children, youth and families.
- Work with local stakeholders within non-Indigenous community service organizations and institutions to promote cultural competency and awareness.
- Create and maintain a trusted traditional knowledge/Elder resource/directory.
- Create and/or maintain organizational cultural competency, safety & cultural sustainability.
- To provide insight and support in the development of protocols and agreements with internal and external stakeholders as directed.
- To attend meetings, workshops, seminars and conferences that relate to the Cultural Resource Coordinator duties.
- To participate as a resource person at training sessions, committee meetings, etc., to ensure that information on culture, needs, concerns and aspirations of Indigenous people are expressed.

Administration:

- Maintain documentation, comprehensive and up-to-date client files, and systems that are essential components of good program management that demonstrate the program is being delivered according to proposed work mandate and work plan.
- Compile and submit statistical data using designated database systems.
- Accurately record statistical information as required and as it changes.
- Submit written reports to the Executive Director outlining programming activities, committee work, participation in Friendship Centre activities, and any other reports as required.
- Respond to correspondence and information requests as required.
- Complete internal day-to-day administrative tasks ie. time sheets, cheque requisitions, mileage logs, expense reports, etc.
- Participate in field visits, program evaluations and any other specially designed processes that may be undertaken to assess the effectiveness of the Cultural Resource Coordinator Program.

Training and Professional Development:

- Participate in relevant conferences, training workshops and related courses and meetings for professional development as required or directed.
- Attend workshops, staff meetings, etc. as directed.
- Keep apprised of relevant legislation or policy changes in relation to the social services fields.
- Identify professional development/training needs and bring to the attention of the Executive Director.

Health and Safety:

- Observe health, fire and safety regulations; uphold health and safety standards.
- Ensure that the Health and Safety policies incorporated into daily working practices are adhered to.
- Maintain Standard First Aid Level C with AED certification.

General Duties:

- Perform other duties relevant to the program as assigned by the Executive Director.
- Observe and uphold the policies, procedures, and practices of The Indigenous Network
- Actively recruit, train and provide supervision to student placements, volunteers, etc.
- Ensure that client files are secured in a locked filing cabinet on a daily basis.
- Actively promote and participate in community and BRISC annual activities in keeping with the mandate and philosophy of the Friendship Centre.
- Work with other members of the team to ensure a wholistic program of care is maintained addressing the physical, psychological, and social needs of the service users.
- Maintaining a non-judgmental attitude and a display of unconditional positive regard
- Ensure the premises and program resources are safe and secure.
- To work within an Indigenous culturally competent framework.

Qualifications:

- Minimum 2-year college diploma or a university degree in Indigenous Studies or 3 years of commensurate experience and education in a field relevant to the position, skills and abilities as determined by the employer.
- Strong knowledge and awareness of Indigenous culture, of both historical and contemporary Indigenous issues.
- Solid foundation of Indigenous teachings, ceremonies, languages, cultures, values, and customs is considered an asset.
- Working knowledge of the Friendship Centre movement and the various programs provided to the community.
- Always demonstrates professional standards of conduct.
- Respects all within the organization in compliance with the Lateral Violence Policy and Code of Conduct.

- Clearly demonstrated capacity in planning, organizing, and facilitating culturally appropriate programming and educational workshops
- Must have impeccable written, verbal, time management and organizational skills
- Must be able to maintain confidentiality.
- Ability to problem solve and take initiative.
- Clearly demonstrated capacity in planning, organizing, and facilitating culturally appropriate programming.
- Must have experience in data collection, evaluation and reporting.
- Have excellent written and oral communication skills.
- Proficient computer skills (Office 365, Word, Excel, Power Point, Publisher).
- Must be able to meet deadlines with minimal supervision.
- Have the ability to work as a team player and be capable of coordinating and collaborating in activities/programming with other BRISC programs.
- Must be able to network with other mainstream and Indigenous agencies and service providers.
- Have a valid Class G driver's licence, reliable transportation and be willing to travel with required.
- Willing to travel occasionally to attend various professional development events, seminars and training sessions.
- Have or be willing to obtain First Aid/CPR certification, Safe Food Handling, Joint Health and Safety Certificates, ASIST Training, Non-Violent Crisis Intervention Training and/or De-Escalation Training.

Job Type: Full-time salary, Monday to Friday, some evenings and weekends.

Benefits:

- Extended health and Dental care
- Flexible schedule
- Vacation and Wellness Programs

BRISC is a barrier free work environment in compliance with the Accessibility for Ontario with Disabilities act and the Ontario human rights code. As such, BRISC is committed to making accommodations available to applicants with disabilities, upon request during the recruiting process.

- A **clear** Criminal Reference Check (CPIC) and Vulnerable Sector Search (VSS) will be a condition of the employment offer with BRISC
- Preference shall be given first to applicants with Indigenous decent who possess the requisite skill sets and experience.

To apply email to ed@briscfc.org

Cover Letter, Resume, and **3 (three) signed Letters of Reference**

