

JOB POSTING DETAILS

Job Title	Anishnaabe Cultural Family Wellbeing Worker	Job Type	NA
ES Job ID	3397	Duration	NA
Date Posted	May 12, 2022	Location	Cutler
		Closing Date	May 25, 2022

Job Overview - Description & Duties

Position Summary:

The Anishinaabe Cultural Family Wellbeing Worker, under the direction of the Community Wellness Manager & Cultural/Powwow Coordinator, will develop, deliver, assess, and coordinate a wide range of social and cultural programming and family-oriented events and activities for Serpent River First Nation.

Position Duties

- Ensure regular and ongoing Anishinaabe events/activities throughout the year in Serpent River First Nation (Fall Hunting Camp, Trapping Camp, Heritage Week, Sugar Bush Camp, Round Dance etc.)
- Assist with all coordination of weekly land-based activities
- Assist with the preparation of all the Cultural Programing
- Assist in the coordination, organization, and administration of the Serpent River First Nation Pow Wow, taking into regard Pow Wow etiquette and protocol
- Participate in and attend Pow Wow Committee meetings to provide updates as necessary
- Assist in the delegation of tasks including but not limited to: publicity, contracts, logistics, vendors, insurance, hospitality, etc.
- Work closely with the Pow Wow Committee to update Planning Manual for the following year
- Assist in maintaining Pow Wow records, files, and compilation of annual Pow Wow history
- Utilize strong organizational skills to manage multiple projects
- Assist in establishing a timeline and maintaining a quarterly schedule
- Facilitate effective working relationships to develop a team among committee members
- Participate in Community Wellness Team Meetings
- Other duties as required and assigned

Required Skills

Qualifications

- A University Degree in the Social Services field of study preferred
- Experience working in the Cultural planning field is an asset
- Ability to work both as a team and independently
- Knowledge of the 7 grandfather teachings
- Strong understanding and knowledge of the Ojibway Culture and traditions
- Ability to speak and understand the Ojibway language is an asset
- Ability to multi-task in a dynamic environment
- Proven ability to organize and coordinate events
- Excellent organizational and problem-solving skills
- Excellent communication skills both oral and written
- Good organizational skills
- WHMIS certification or ability to obtain within the first three months of employment
- Developed interpersonal skills and the ability to effectively work with the general public management and employees
- Be able to work overtime to meet deadlines and/or emergency situations

- Proficiency with Excel, computer software and office equipment
- Ability to work as a team in a fast-paced environment
- Must provide a clear CPIC
- Must provide proof of COVID vaccination (two doses)
- Valid Ontario Class 'G' Driver's License with a clear driver's abstract
- Knowledge of Ojibway culture
- Knowledge of the 7 grandfather teachings

Other Requirements

NA

How to Apply

Interested applicants MUST submit a cover letter, resume, and three references (preferably 3 recent employment references from a direct supervisor/manager or 2 recent employment references from a direct supervisor/manager and one [1] character reference):

Attn: Hiring Committee
C / O - Sheila Commanda
195 Village Road, Cutler Ontario, P0P 1B0
Fax: 705-844-2757
Email: finance.clerk1@serpentrivern.com
By: May 25, 2022, at 4:00 pm

Late or incomplete applications will not be considered. We appreciate your interest, however, only those selected for an interview will be contacted. Preference will be given to Indigenous applicants. *Detailed Job Description is available upon request