



Ginoogaming First Nation Job Description

Ginoogaming First Nation

Position Title:

Cultural Coordinator

Department:

Health

Supervisor:

Health Director

Position Overview:

The Cultural Coordinator is a full time contract program support position. The cultural coordinator acts as a primary resource to the Wellness Committee and staff of Ginoogaming First Nation. The Cultural Coordinator ensures the hosting and resourcing by Ginoogaming of regularly scheduled community cultural events, program activity events to facilitate preservation and promotion of traditional practices within the First Nation., thereby enhancing positive and strong cultural identity.

General duties include:*Strategic and Operational Planning*

- Provide relevant, competent cultural support services to all children and families of Ginoogaming First Nation
- Engages with and responds to community needs, as well as Wellness Team.
- Evaluates and receives feedback and determines the most appropriate design of projects to meet community development needs and includes implementation of cross-generational projects and programs;
- Plan, organize and coordinate cultural workshops, programming and activities
- Build relationships with various organizations that would enhance the delivery of this program;
- Works collaboratively with wellness team, staff, to ensure a consistently-unified and culturally appropriate program development and sensitive services via work plans;
- Recruits and maintains a roster of Anishnawbe Elders, Traditional Advisors and Healers for the provision of culturally appropriate healing practices for children, families, staff etc.

Program and Service Delivery Management

- Plan, organize and coordinate cultural workshops, programming and activities, teachings, ceremonies, and healing practices for children, families, staff etc.
- Complete relevant forms, statistical reports, records or documents as required. Also prepares a summary for the Health Director



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- Ensure confidentiality and safekeeping of all of all client records;
- Attend and participate in staff meetings and staff development training sessions as requested by the Health Director or Chief and Council
- Perform other job related duties as may be reasonably required by the Health Director

Working Relationships

- Cultural Workers
- Staff
- Band Manager
- Elders
- Community
- Various outside organizations that would be valuable in carrying out the duties of this position in serving the membership

Performs other duties and responsibilities as necessary in the performance of the position and as assigned by Chief and Council.

Knowledge, Skills and Abilities:

- Anishinaabe ancestry with understanding, practice and sharing of Anishnaabe culture, traditions, ceremonies, history, principles and values is considered an asset;
- Demonstrated knowledge and understanding of, and personal commitment to the Anishinaabe way of life with ongoing involvement with Anishnaabe culture and traditions;
- Ability to work independently and with confidentiality;
- Exceptional organizational, documentation and time management skills
- Excellent communication and interpersonal skills
- Willingness and ability to travel as required, to both road accessible and fly-in communities;
- Fluency in Ojibway, Cree or Oji-Cree considered an asset;

Experience and Education Requirements:

- College/University in an Indigenous field
- Previous experience working in a First Nation
- Proficient written and verbal communications skills;
- A positive role model able to perform employment related duties in a respectful, responsible and ethical manner;
- Ability to keep confidential records;
- Ability to pass a criminal records check and vulnerable sector check;
- Effective verbal, presentation and listening communication skills;
- Computer skills with Microsoft word, excel, outlook, powerpoint and other related software programs;



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Environmental Conditions *(optional)*:

- Physical Effort: Required when having various activities engaging with the Community/membership
- Physical Environment: Office. Travel may be required
- Sensory and Mental Attention: The environment may involve distractions and interruptions.

Other Requirements:

- Professional appearance.
- Follow all GFN Policies and Procedures and display a commitment to the values and culture of the GFN.
- Ability to successfully and periodically undergo an appropriate criminal records review and police record check is required.
- Performs other duties and responsibilities as necessary in the performance of the position and as assigned by the department manager, Band Manager of Chief and Council.

Employee's Statement

I have been given the opportunity to read and comment on the content of this work description.

Name of Employee

Signature

Date

Supervisor's Statement

This job description accurately describes the responsibilities assigned to this position.

Name of Supervisor

Signature

Date