

# SHOAL LAKE BAND NO. 40

P.O. Box 6, Kejick, ON P0X 1E0

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## **POSITION TITLE**

Prevention Cultural Worker

## **POSITION SUMMARY**

Prevention Cultural Worker will recommend, set up and/or identify existing cultural programs for the different age groups of children and youth, as well as with families and community members to reconnect and enhance positive and strong cultural identities.

## **PRIMARY RESPONSIBILITIES**

- Coordinate prevention cultural programs to support children and families with prevention services that focus on child, family and community well-being.
- Develop and plan cultural programming such as cultural camps, elder services, land-based activities, language camps and traditional ceremonies.
- Continuously monitor, update, and document resources accessed and available for children and families.
- Develop and implement processes to gather information, monitor, evaluate and track data using a variety of methods that allow for analysis, summarization and reporting.
- Provide advice and guidance to agency staff regarding the availability of resources, programs and services available.
- Monitor and track prevention activities along with financial expenditures i.e. cultural awareness, community well-being, parenting programs and workshops, preventative support/intervention, etc.
- Ensure understanding of funding and reporting requirements.
- Problem solve any issues or concerns regarding a prevention services request and cancel or modify any request if required.
- Maintain the data on prevention services and programs database to provide monthly reports for evaluation and tracking.

## **ADMINISTRATION**

- Administer and coordinate prevention and cultural programs.
- Plan, organize, and document prevention and cultural service requests including transportation, communication, registration, cultural materials, and financial costs.
- Maintain database on the effectiveness of community prevention programs so that information can be shared between communities
- Ensure proper documentation is submitted for financial billing/invoicing.

## **CULTURAL KNOWLEDGE**

- Demonstrated understanding and appreciation of Anishinaabe cultural beliefs, values, norms, ceremonies and teachings.
- Demonstrated ability to work respectfully and effectively with leadership, children, families, colleagues, and collaterals.

## **WORKING RESPONSIBILITIES**

- Ability to gather and analyse prevention cultural programs.
- Works well with staff and communities in collaboration of programs and services and address any conflict or issues. Strong organizational skills with the demonstrated ability to ensure that all relevant paperwork and/or bring-forward dates are managed.
- Strong stress and time management skills.
- Contributes to team effectiveness by participating in team building activities, providing support and assistance when required.
- Develop and nurture external relationships to assist in maintaining a network of community resources, programs and services.
- Participates in agency and community events and activities when required.

## **OTHER DUTIES**

- Ability to work independently and as part of a multidisciplinary team.
- Strong oral and written communication skills.
- Demonstrated ability to manage a wide range of projects relative to time-sensitive deliverables.
- Proficiency with MS Office i.e. Excel, Word, Outlook, PowerPoint
- Proficiency with Internet-related.
- Detail oriented with a high degree of accuracy and ability to multitask.
- Committed to ongoing professional development.
- Ability to travel.
- Other duties may be assigned.

**If this opportunity interests you, please submit your resume with a cover letter to the Shoal Lake 40 Band office in person to Marcella Wood, Human Resources Administrator, or via email [human.resources@shoallake40.ca](mailto:human.resources@shoallake40.ca)**

**Deadline to submit application is **Wednesday September 21,****

**Successful candidates will be required to obtain a copy of their Vulnerable Sector Screening and Child Abuse Registry Check. We thank all who apply, however only those applicants selected for an interview will be contacted.**