

SERPENT RIVER FIRST NATION

195 Village Road
Cutler ON, P0P 1B0



Telephone: (705) 844-2418
Facsimile: (705) 844-2757

EMPLOYMENT OPPORTUNITY

Cultural Worker

Permanent

Position Summary:

The Cultural Worker role is to support and work with the Cultural Coordinator to support Anishnawbe identity. The Cultural Worker will help Serpent River gain awareness of who we are as Serpent River First nation and who we were and what language customs and traditions we practice. The Cultural Worker will assist with community ceremonies as well as assist with annual cultural events which include but are not limited to: Pow-Wow, Round Dance and Fall Harvest.

- Share teachings to the community through the support of those that possess the knowledge such as elders and or teachers & teachings throughout our territory.
- Promote community connections and cultural retention, with the elders and the knowledge keepers to be utilized as possible speakers. Ensure a strong cultural presence within the Serpent River First Nation community
- Promote healthy development in the areas of physical, mental, emotional, and spiritual wellbeing.
- Provide Cultural advice across the range of programs and services available at the Serpent River First Nation.
- Work closely with the relevant Cultural Committees as directed by the Director of Social Services and Culture
- Support Serpent River First Nations departments in all aspects related to culture as requested by the department heads
- Promotes Anishinaabemowin and creates learning opportunities for staff and members of the First Nation
- Facilitate the processing, planning and coordinating the implementation of the cultural components into our community that deals with the cultural activities.
- Work to administer and provide workshops, coordinate initiatives related to the cultural traditions, demonstrate and organize cultural events that move us towards the betterment of the community.
- Liaising with elders' children and youth representatives of the First Nation.
- Ensure that traditions are being honored including, but not limited to: elder medicine wheel and its healing practices, sacred groundskeeper, ceremonies/sweat lodge, grandfather and grandmother teachings, provide cultural sensitivity training for staff, counsel as well as the community

- Assist in the planning and preparing for the Pow Wow
- Coordinates and supports volunteers at all cultural events
- Develops safety plans for all cultural events and ensures the health and safety of members at such events
- Provide activity reports and financial statements for expenditures & wrap up expenditure report
- Work within First Nation policies
- Develop and introduce programs and services to enhance culture, language and traditions to the First Nation's children/youth/adults and elders, ensure a sharing of information on the sacred fires/medicines/ 4 solstices, ceremonies and spiritual undertakings.
- Must be connected to elders, spiritual resources and actively involved with Aboriginal culture and spirituality.
- Prepare, plan, and implement all cultural programming and activities for the youth, adults and staff.
- Create and utilize networks within and external of the First Nation for cultural support for the youth and residents as necessary.
- Attend and participate in meetings for staff, managers, and others as required.
- Lead or participate in traditional or spiritual practices for meetings or activities as required.
- Is responsible for the annual planning of all cultural activities to support the creation of an annual SRFN Calendar of Events
- Other duties as assigned

QUALIFICATIONS:

- Post-Secondary Diploma in the area of Native Studies or indigenous studies is considered an asset and or a combination of experience and education.
- Excellent written and verbal communication skills
- Knowledge of Anishinaabemowin and willing to work towards proficiency of the language
- Functional technical skills in office equipment and computer software i.e. Microsoft Word, Excel, Outlook and other related software
- Be knowledgeable of Pow Wow etiquette and Aboriginal cultures and traditions
- Valid Ontario Driver's Licence and willing to travel
- First Aid and CPR Certification
- Must provide a criminal reference check
- Good organizational skills.
- Be able to work a flexible schedule (ie. Pow wow)
- 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.
- Ability to work as a team in a fast paced environment
- Must provide proof of COVID vaccination (two doses)

- Knowledge of the 7 grandfather teachings

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*

WORK SITE LOCATION:

The position will be located at the Kenabutch Family Centre in Serpent River

ORGANIZATIONAL RELATIONSHIPS:

Reporting to the Director of Social Service and Culture

AUTHORITY:

n/a

Position Agreement

I have received and read a copy of the Cultural Worker job description. My questions have been answered to my satisfaction. I understand the performance expectations of this position and agree to carry out the duties and responsibilities to the best of my ability. I understand that the duties may change as the needs of the community and organization change. I further agree to notify my immediate supervisor if at any time I feel that I am unable to complete any of my job duties in an effective and timely manner. I understand that I will review my job description with my supervisor on an annual basis as part of my performance review.

POSITION
(print name)

Signature

Date

*This job description document does not constitute an employment agreement
Between the employer and the employee and is subject to change by the employer
to suit the needs of the Serpent River First Nation*

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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: Human Resources
195 Village Road, Cutler Ontario, P0P 1B0
Fax: 705-844-2757
Email: hr.jobs@serpentrivern.com
By: December 4, 2023 at 4:00 pm

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