

# SERPENT RIVER FIRST NATION

195 Village Road  
Cutler ON, POP 1B0



Telephone: (705) 844-2418

**EMPLOYMENT OPPORTUNITY**  
**Cultural Services**  
**Manager**  
**Permanent Full-Time**

## Position Summary:

Reporting to the Director of Health and Social Services, the **Cultural Services Manager** is responsible for overseeing and advancing the Cultural Services Program on behalf of Serpent River First Nation. This role provides leadership, supervision, coordination, and advisory support to program staff while ensuring services are delivered in a culturally grounded and community-centered manner.

## DUTIES:

The Cultural Services Manager shall, in every aspect of their position:

- Write Policy and Procedures that enhance the vision of collaboration for the Program
- Design and develop in conjunction with GHJ and PS Suites an effective record keeping system including intake forms and reimbursement
- Explore and develop partnerships with collaborative external agencies both within the First Nation communities and Urban areas
- Develop, design and maintain a Cultural Safety Training program that supports the SRFN Philosophy, Vision, and Relationship statements
- Provide orientation, and supervise the day to day activities of the Cultural Staff that support the service delivery to SRFN staff and Community
- Ensure accountability by approving mileage expenses and responding to discrepancies when required
- Ensure the overall efficiency and effectiveness of the Cultural Services program
- Collect program statistics and monitor the quality of services and programs
- Supervise, coach and direct staff
- Monitor and address employee performance and conduct performance review

## QUALIFICATIONS:

The Cultural Services Manager shall possess:

- Bachelor of Social Work or Native Studies degree is preferred
- Community College Diploma in Social Services or Native Studies may be considered
- Two (2) years of experience in supervision and management of staff
- Two (2) years of experience in a social services organization developing and delivering cultural programs and services
- Experience working with Indigenous people, organizations, and communities
- Equivalent combination of education and experience may be considered
- Valid Ontario Driver's License and willing to travel
- First Aid and CPR certification
- Must provide a clear criminal reference check

## Cultural & Community Knowledge

- Knowledge of and respect for Anishinaabe history, culture, teachings, and values
- Knowledge of the Seven Grandfather Teachings
- Ability to understand Ojibwe is considered a strong asset

## Don't meet every qualification?

If you are excited about this position and meet most, but not all, of the listed qualifications, please still consider applying. We recognize that no one person might have every qualification in this job, and you just might be the right candidate!

***Qualified Serpent River First Nation members or Indigenous applicants will be given priority consideration.***

*Late or incomplete applications will not be considered. We appreciate your interest, however, only those selected for an interview will be contacted.*

Interested applicants **MUST** submit a cover letter, resume, and three references from a direct supervisor/manager

Attn: Human Resources-Cultural Services Manager  
195 Village Road, Cutler Ontario, POP 1B0  
Fax: 705-844-2757  
Email: [hr.jobs@serpentriverfn.com](mailto:hr.jobs@serpentriverfn.com)

**By: May 22, 2026 at 4:00 p.m.**