

Ndinawemaaganag Endaawaad Inc.

EMPLOYMENT OPPORTUNITY – Internal & External Posting

2022-027

Position:	Cultural Worker	Program:	Programming
Salary:	Subject to Qualifications	Location:	Varied
Classification:	Full Time	Hours of Work:	75 hours bi-weekly
Reports To:	Ndinawe Elders	Closing Date:	July 8, 2022 @ 4:00pm

General Responsibility:

- Develop and maintain positive relationships with youth accessing all Ndinawe programs and sites emphasizing trust, respect, and active engagement.
- Supervise youth promoting safety and respect among all participants; responding to crisis/emergent situations as required.
- Support the planning and facilitation of a variety of daily cultural activities.
- Act as an encouraging, supportive, and motivating role model for youth.
- Respond to sensitive and confidential situations with professionalism, confidentiality, and respect.
- Attend and participate in shift exchange/ security and safety checks.
- Ensure appropriate documentation of interactions with youth, logbook documentation, and incident reports as required.
- Work collaboratively with Ndinawe’s Cultural Team
- Maintain program statistics and complete written reports as required.
- Maintain the cleanliness of Tina’s Safe Haven by participating in the general cleanup of the centre.
- Attend staff meetings and participate in staff development as directed by the Programs Manager.
- Follow all policies and procedures as outlined in the Personnel Policy and site-specific manual
- Performs other tasks consistent with this job description as per personnel policies and procedures that aligns with the support and growth of Ndinawemaaganag Endaawaad Inc.

Qualifications Required:

- Knowledge of Indigenous cultural practices & protocols is required; Local knowledge is an asset
- Have established & positive relationships with the Indigenous community of Elders, Knowledge Keepers, & agencies.
- Extensive knowledge of the history & culture of the Indigenous peoples of Manitoba
- A working knowledge of an Indigenous language is desirable
- Must have the ability to develop rapport with youth & be seen as a source of guidance in ways that will encourage & support youth by maximizing promotion of learning about cultural ways
- Comfortable in an environment that includes individuals who misuse substances & are resilient, living in vulnerable conditions

- Knowledge of agencies, programs, & supports for the Indigenous community serving Indigenous youth
- Proven success working within a team of both Indigenous & non-Indigenous members
- Comfortable with public speaking
- Be a good role model & mentor
- Be actively involved in their community
- Be a good listener, a good communicator, & be empathetic
- Be committed to working collaboratively with youth, employees, & community
- Other qualities considered to be an asset: trusting, approachable, kind, accepting, calming, sense of humor
- Proficiency in computer use including Microsoft 365 applications (word, excel, forms, etc.)
- Current Criminal Record Check, Child Abuse Registry Check, & Prior Contact Check required
- Valid Class 5 Drivers License

As an Indigenous organization preference will be given to applicants who self-identify as being First Nations, Métis, or Inuit. Applicants are encouraged to self identify in their cover letter.

Ndinawe requires a satisfactory criminal record check (including vulnerable sector search), child abuse registry check, and Prior contact check prior to the commencement of employment.

Ndinawe will accept existing criminal record checks and child abuse registry checks if dated within 3 months of your start date. Should you be the successful candidate these documents are a condition of employment.

Applicants are required to send a current resume with a cover letter clearly outlining your qualifications to:

Human Resources, Ndinawemaaganag Endaawaad Inc.
650 Burrows Avenue
Winnipeg, MB R2W 2A8
Email: HR@ndinawe.ca

***We thank all applicants for their interest; however only those candidates selected to an interview will be contacted.**