



ndinawe

NDINAWEMAAGANAG  
ENDAAWAAD INC.

**Ndinawemaaganag Endaawaad Inc.**

**EMPLOYMENT OPPORTUNITY – Internal & External Posting**

**2024 - 033**

<b>Position:</b>	Oshkaabewis (Ceremonial Helper) <i>This position is a designated hire where only Indigenous applicants will be considered</i>	<b>Program:</b>	Culture
<b>Salary:</b>	\$57,000 - \$61,000 annually	<b>Location:</b>	Varies
<b>Classification:</b>	Full Time, Management	<b>Hours of Work:</b>	80 hours bi-weekly
<b>Reports To:</b>	Ndinawe Elder	<b>Closing Date:</b>	Open until filled

**General Responsibility:** The Oshkaabewis (Ceremonial Helper) is responsible for providing supervision to the Cultural Support Workers, and is responsible for the planning, management, and oversight of Culture within the Organization under the direction of the Elders. The Oshkaabewis (Ceremonial Helper) assumes all duties and responsibilities in accordance with the organization’s philosophy, direction, and policy standards.

**Specific Accountability:**

- Provides help and support to the Organization Elders which includes assisting or leading a range of traditional ceremonies and teachings.
- Supervise Cultural Support Workers, managing performance expectations, ensuring workplans and identified cultural needs are met in accordance with the Elders’ direction.
- Maintain a calendar of cultural activities and ceremonies.
- Facilitate and/or support the facilitation of youths’ access to cultural activities and ceremonies, ensuring that protocols are understood and met.
- Ensure that traditional medicines are gathered, prepared, identified, and stored.
- Develop and maintain positive relationships with youth accessing all Ndinawe programs and sites emphasizing trust, respect, and active engagement.
- Manage all documentation and statistics, including the submission of regular monthly reports to the Elders.

**Qualifications Required:**

- Knowledge of Indigenous cultural practices and protocols is required; Local knowledge is an asset.
- Have established and positive relationships with the Indigenous community of Elders, Knowledge Keepers, and agencies.
- Extensive knowledge of the history and 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 and be seen as a source of guidance in ways that will encourage and support youth by maximizing promotion of learning about cultural ways.

- Comfortable in an environment that includes individuals who misuse substances and are resilient, living in vulnerable conditions.
- Knowledge of agencies, programs, and supports for the Indigenous community serving Indigenous youth.
- Proven success working within a team of both Indigenous and non-Indigenous members.
- Comfortable with public speaking.
- Be a good role model and mentor.
- Be actively involved in their community.
- Be a good listener, a good communicator, and be empathetic.
- Be committed to working collaboratively with youth, employees, and community.
- Other qualities considered to be an asset: trusting, approachable, kind, accepting, calming, sense of humour.
- Proficient computer skills, including Word, Excel, Outlook, and SharePoint.
- Subject to Criminal Record Check, Child Abuse Registry Check and Prior Contact Check.
- Valid Class 5 Drivers License.

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

Ndinawe Human Resources  
Ndinawemaaganag Endaawaad Inc.

Email: [recruitment@ndinawe.ca](mailto:recruitment@ndinawe.ca)

**\*We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted. For this position, preference will only be given to First Nations, Métis, and Inuit applicants.**