

	JOB DESCRIPTION	
	Position Title: Program(s): Accountable to:	Coordinator – Biimaadziwen Wiidookaagewinini Child Welfare / Mental Health / District Manager of Biimaadziwen Wiidookaagewinini

PURPOSE AND SUMMARY

Under the direction of the Manager of Biimaadziwen Wiidookaagewinini, the Coordinator is responsible for the coordination and delivery of cultural programming to Child Welfare, Mental Health and the District communities.

This position maintains flexible hours with travel to the District when required. Activities are conducted in accordance with the Child and Family Services Act, the Mental Health Act, and Dilico’s Policies and Procedures.

Biimaadziwen Wiidookaagewinini will bring a variety of programming within Dilico that focuses on Anishinaabek traditional cultural-based healing that promotes the individual, family and community wellness.

ROLES AND RESPONSIBILITIES

1. Program Delivery

Under the direction of the Manager of Biimaadziwen Wiidookaagewinini and in consultation with the Directors of Child Welfare and Mental Health and the Executive Director develop & deliver high quality Cultural Programs to meet the needs of our children and families for the enhancement and development of positive cultural identity.

- a) Develop and deliver a bi-weekly cultural night for all Dilico Anishinabek Family Care staff and families to access (centered on Dilico’s Big Drum).
- b) Respond to the District communities’ needs and assist with cultural program delivery and community development.
- c) Responding to the needs of the workers, respond to referrals for cultural services to assist families with traditional healing methods (Family Circles, Grieving Circles, and Going Home Ceremonies, etc.).
- d) Develop Cultural Activities in conjunction with Children Service Units for children in Care (craft activities, Powwows, land-based activities, storytelling, etc.).
- e) Host Cultural Evenings in conjunction with Alternative Care for Foster Parents and children.
- f) Develop and deliver a Traditional Men’s Program for fathers involved with Child Welfare Services.

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- g) Work with various Mental Health Programs to enhance cultural programming for clients.
- h) Develop and deliver and maintain a 7 week Traditional Parenting Program.
- i) Plan, organize and coordinate and maintain cultural workshops, programming and activities, teachings, ceremonies and healing practices for clients and agency staff as required.

2. Program Support

- a) Serves as a resource to the Executive Director and Senior Management and the Cultural Committee.
- b) Participates in Supervision and help in the development of the Biimaadziwen Wiidookaagewinini.
- c) Attends and participates in team meetings and appropriate training sessions.
- d) Acts as a resource to ensure that cultural knowledge and practises are maintained within agency.
- e) Ensures that clients and families are aware of cultural resources available to maintain their cultural identities.
- f) Plans, develops and participates in Special Projects, as assigned.
- g) Leads or participates in traditional or spiritual practices for meetings or cultural activities as required.

3. Community Relations

- a) Promote the Agency's Vision, Mission and Core Values.
- b) Establish and maintain a collaborative relationship between Dilico Anishinabek Family Care First Nation communities to ensure effective service delivery to families.
- c) Establish and maintain purposeful relationships with community service providers and First Nation organizations.
- d) Acts in a professional manner both when working and not working and is a positive role model for clients and families.

Organizational Responsibilities

As a representative of Dilico, the Employee is responsible for:

- a) Reflecting and interpreting the Agency Vision, Mission and Core Values in his/her own work with enthusiasm and commitment;
- b) Acting in accordance with relevant legislation and Agency Policies, Standards and Procedures;
- c) Proposing changes within Dilico that would improve the quality of service to Anishinabek children, families and communities;

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- d) Developing and maintaining respectful, cooperative working relationships to contribute to the integrated, seamless delivery of services to Anishinabek children, families and communities;
- e) Understanding his/her role and responsibility in maintaining a safe workplace and reducing workplace injuries;
- f) Applying Anishinabek culture, values, traditions and teachings into programming where possible;
- g) Ensuring accuracy, confidentiality and safekeeping of agency records;
- h) Participating constructively in the supervision process with the immediate Manager.

QUALIFICATIONS

1. Education

Minimum post-secondary education; preference in area of Native Studies or related Human Services diploma with a minimum 3 years experience in Cultural programming for children and their families. A combination of skills, education and life learning specific to traditional knowledge may be considered.

An individual who is of Anishinabe ancestry with understanding, practice and sharing of Anishinabe history, culture, traditions, ceremonies and values is preferred.

2. Work Experience

Preferred (3-5) three to five years' experience in Human Services involving developing and delivering of Cultural programming for children/youth and adults.

3. Skills/Abilities

- a) Knowledge of Customary Care and the philosophy of service development and delivery; the communities and family structure, as well as local Anishinabe customs and traditions.
- b) Ability to prepare statistical reports regarding cultural service activity and planning.
- c) Ability to establish and maintain purposeful relationships with clients, subordinates, colleagues, other relevant organizations, staff and management.
- d) Demonstrate knowledge and understanding of, and personal commitment to the Anishinabe way of life.
- e) Ability to guide and support Anishinabe people in their desires and efforts to embrace the Anishinabe way of life and healthy traditional healing methods.
- f) Strong commitment to helping Anishinabe children, their families and First Nation communities by providing services in ways that respect Anishinabe cultural and spiritual practices.
- g) Commitment to providing services in the Anishinabe context of extended family and community involvement.
- h) Ability to take direction and to work within the policies, procedures, and guidelines, vision and mission, and core values of the Agency.

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- i) Ability to access Anishinabe Elders, Traditional Advisors and Healers through customary procedures.
- j) Excellent planning, organization, interpersonal and liaison skills.

CONDITIONS OF EMPLOYMENT

- a) Satisfactory Criminal Records Check.
- b) Ability to work flexible hours in relation to program service delivery requirements.
- c) Must process a Class “G” Drivers Licence and must have access to a personal vehicle with \$1 million liability insurance.

NOTE: This job description is not intended to be all-inclusive. The Coordinator may be required to perform additional duties and take on responsibilities, to meet the ongoing needs of the organization.