

	JOB DESCRIPTION		
	POSITION TITLE: Program: Service: Accountable to:	CULTURAL WELLNESS MENTOR Adult Transitional Housing Manager Post Treatment Adult Transitional Housing Manager	
Issued By : Date Issued:		Date Revised: Classification:	November 11, 2023

POSITION SUMMARY

Under the direction of the Adult Transitional Housing Services Manager, the Cultural Wellness Mentor is responsible for providing daily traditional healing, guidance, teachings, sacred circles and traditional ceremonies for adult participants within Post Treatment Housing Services. This role is also responsible to provide: support intake and assessment of incoming clients; assist in waitlist management; regular appropriate documentation on all client clinical files; maintaining regular contact and meeting with clients; assisting with client appointments or needs; possess the ability to effectively manage crises that arise in the Post Treatment setting. The Cultural Wellness Mentor is responsible to work collaboratively with the team to ensure program delivery is consistent with the philosophy, approach, goals and learning environment established by Dilico Anishinabek Family Care which will ensure the cultural, social, emotional and physical wellbeing of clients and their families.

Duties and Responsibilities:

1. Cultural Service Responsibilities

Under the direction of the Adult Transitional Housing Services Manager, the Cultural Wellness Mentor will be responsible for the following:

- a. ensuring the daily cultural needs of clients are met by actively providing daily culturally-based activities within the context of programming;
- b. plan, facilitate, and coordinate daily therapeutic cultural, recreational and social programming for clients in the program, including;
- c. Connect clients to the wider community through outings, information sessions and workshops;
- d. Work effectively with the case manager to develop program schedules and plan in advance

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- e. facilitating land-based activities both onsite and in the community or wilderness;
 - i. emphasis will be placed on cultural values, traditions and ceremonies;
 - ii. facilitating cultural activities both at the unit and in the community or wilderness;
 - iii. providing clients who are impacted by substance misuse with cultural healing interventions that support withdraw management and increased coping skills;
 - iv. providing meaningful family/community engagement activities that supports independent living and life skill-focused aftercare activity learning;
- f. Provide traditional knowledge, cultural teachings, ceremonies, Anishinabek language interpretation, and traditional ways of knowing and viewing life for clients, and within the clinical team
- g. Provide management and staff with guidance and direction regarding traditional knowledge;
- h. Ensure protocols and procedures of ceremonies, fasts, sweats, celebrations and feasts are followed;
- i. ensuring the safety, well-being and basic needs of clients by monitoring them and providing care according to the specifications of the agency policies and procedures, service delivery manual, licensing requirements, or as directed by the Adult Transitional Housing Services Manager;
- j. participating in case reviews as required, where individual transition plans can be reviewed and revised if needed;
- k. providing transportation of clients as required based on program schedule
- l. participating on Team meetings and training as per policies and procedures, this includes being familiar with and able to implement a variety of therapeutic strategies, providing crisis intervention and effective decision making skills;
- m. participating in program evaluation;

2. Case Management Responsibilities

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

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- Co-manage the Post Treatment Services Waitlist
- Support intake and assessment of incoming clients
- Meeting with clients: conducting a program review, completing consents
- Maintaining daily contact with clients
- Assisting with appointments or clients' needs- transporting to appointments, clothing, referrals, statistical reporting, etc
- Completing case note documentation, and uploading documents into clients' EMHware files
- Attending and participating in team meetings and client file reviews
- Communicating with service providers as needed
- Assisting other internal Mental Health and Addictions programs as needed
- Effectively manage crises that arise in the Post Treatment setting.
- Requirement-to work flexible hours

3. 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;
- 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 participating constructively in the supervision process with the immediate Manager.

QUALIFICATIONS

1. Education

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- 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 youth. 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

- a) Preferred (3-5) three to five years' experience in Human Services involving developing and delivering of Cultural programming for youth.
- b) Experience in the field of mental health and addictions as it relates to the Anishinabek, experience in provision of individual and group-based treatment services.
- c) Candidates without the specific education qualifications and where the position does not require certified qualification to practice, but who possess an appropriate combination of experience and other academic qualifications will also be considered.

Skills and Abilities:

- a. sound knowledge of the Anishinabek culture customs, teachings, traditions and values;
- b. understanding of the principle issues affecting Anishinabek youth/adults;
- c. sound knowledge traditional influences that promote mental well-being of Anishinabek youth/adults;
- d. ability to promote and apply Anishinabek Culture, values, traditions and teachings on the job;
- e. ability to establish therapeutic relationships with adults;
- f. ability to provide effective culturally-based therapeutic interventions;
- g. ability to apply effective culturally-based youth addictions interventions;
- h. ability to provide culturally-based client-focused activities;

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- i. developing and maintaining respectful, cooperative working relationships with Anishinabek youth, families, communities and service workers to promote an integrated, seamless delivery of service;
- j. ability to understand or speak an Anishinabek language would be considered an asset;
- k. knowledge and understanding of the Child and Family Services Act, the Mental Health Act and other relevant legislation;
- l. effective written and oral communication skills;
- m. empathy and critical thinking skills;
- n. advocacy, flexibility, teaching, role-modeling, coaching;
- o. organization and time management;
- p. ability to follow direction and work as a member of a multi-disciplinary team;
- q. ability to maintain confidentiality;
- r. ability to work within the policies, standards, procedures and the vision, mission and core values of Dilico Anishinabek Family Care;
- s. Anishinabek language, an asset;
- t. respectful of others and others beliefs.

CONDITIONS OF EMPLOYMENT

- a. satisfactory Criminal Records Search; including a Vulnerable Sector Search;
- b. ability to work flexible hours as determined by the Adult Transitional Housing Services Manager in relation to service requirements;
- c. must possess a Class “G” Driver’s Licence and have access to a personal vehicle;
- d. a valid Standard First Aid/CPR Certificate is recommended.
- e. must complete a medical and receive the required immunizations as recommended by the local medical officer of health;

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NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.