



miskanawah
empowerment • strength • family

CULTURAL SERVICES MANAGER

Location: 2716 Sunridge Way NE
Position Type: Full time, permanent
Hours: Monday – Friday (37.5 hours per week)
Program: Miskanawah Cultural Services

Position Summary:

Miskanawah is an Indigenous agency that draws jointly from the strengths and guidance of Indigenous teachings and traditions and evidence-based practices in human services, to support vulnerable children, youth and families.

The Cultural Manager is responsible for developing a team of Circle Keepers with Miskanawah. This position is responsible for proactively leading the Cultural Team in building the cultural capacity within Miskanawah's staff and the community.

Responsibilities:

- Develop a team of Circle Keepers for Miskanawah
- Determine staffing requirements and oversee the hiring, training, management and direct supervision of Circle Keepers
- Coordinate and organize responsibilities through the Cultural Team, invoicing and payment schedule, and the development of consistent Elder practices across Miskanawah.
- Manage, Supervise and Coordinate all Land Development Activities
- Coordinate, purchase and harvest all cultural supplies, including tobacco, cloth and medicines
- Ongoing leadership support and involvement with Miskanawah's Executive Leadership Team
- Provide teachings, education, and training to build cultural capacity within Miskanawah staff
- Lead documentation and reporting requirements for Miskanawah's Program Managers and Land Development Cultural Team
- Compile caseload statistics and prepare program and client reports
- Lead accreditation support; policy development where applicable, ensuring compliance of agency policies and procedures with standards
- Maintain positive relationships with other service providers, including but not limited to social workers, medical staff, corrections officers, and the RCMP
- Identify opportunities to enhance services, increasing positive outcomes for families
- Support the fiscal integrity of the program



Skills and experiences:

- Promotion of Indigenous resiliency and wellbeing into service delivery
- Willingness to engage with diverse Indigenous ceremonies and Elders/Knowledge Keepers
- Strong leadership, interpersonal and communication skills (written and verbal)
- Strategic thinker with organizing, planning and analytical skills
- Ability to respond quickly in a dynamic and changing environment
- Ability to work individually as well as part of a team

Requirements:

- Knowledge of and willingness to engage in Indigenous cultural traditions
- Degree in a Human Services or related field; Master's Degree preferred
- Minimum six years of experience working with vulnerable children, youth and families
- Minimum three years of management/supervisory experience in a Human Services field
- Valid driver's license and a driver's abstract with minimal demerits.
- Use of a reliable vehicle for work with \$2,000,000 liability, permission to carry passengers
- Criminal Record and Vulnerable Sector Check
- Child Intervention Check
- Valid First Aid or CPR certification
- Suicide Awareness Training
- Crisis Intervention Training
- Self-Harm Training
- Quality Improvement and Outcomes Training
- Indigenous Awareness Training
- Diversity Training
- Intermittent physical activity including walking, standing, sitting, and lifting
- Occasional overtime
- Working in a busy environment with frequent interruptions
- Interaction with employees, management, and the public at large
- Flexible hours, including nights, weekends, and holidays

We offer the opportunity to be part of a creative and positive work environment, a competitive salary, supports for professional development, opportunity for advancement, and the chance to be part of a team that supports children, youth and families to thrive within a culturally responsive community.

Please submit a cover letter and resume to careers@miskanawah.ca by January 22, 2021. Please reference "Cultural Services Manager" in the subject line.