



**Cultural Program Advisor – ~8 month Contract**  
**Reporting to Health & Social Services Manager**  
**Health & Social Services Department**

**1 YEAR CONTRACT**  
**FULL-TIME @ 35 HOURS**  
**PER WEEK**

**Normal Work Hours:**  
**Monday – Thursday:**  
**8:15am to 4:30pm**  
**&**  
**Friday:**  
**8:15am to 1:15pm**

***This is an in-office position.***

***\*flexing of hours expected\****

**Salary:**  
**Start Rate - \$27.89 to**  
**\$30.24 per hour\***

**\*While Alderville First Nation Salary Grid will apply – start rate will be commensurate with experience.**

**Benefits:**

- Vacation Pay with each pay.
- Paid time off over Holiday Shutdown!
- 14 Statutory Holidays!
- Paid Sick Leave!

**JOB SUMMARY:**

As applicable to the Alderville First Nation Guiding Principles, the **Cultural Program Advisor** will guide and support commitment to the 7 Grandfather Teachings, teachings affiliated with the Anishinabek Nation and Michi Saagiig Nation. Works in partnership with all members of the Health & Social Services Team and other AFN Program Coordinators to organize programming for children, youth, and families. Ensures that culturally based education & awareness programs and activities that promote spiritual, physical, mental, and emotional health are in place for the Community Members and Staff of Alderville First Nation.

**KEY JOB FUNCTIONS:**

- Coordinates culturally based support, advocacy, resource, and referral services related to mental and emotional health as requested by relevant program staff.
- Works closely with members of the AFN Community and assists members of the health care delivery team with programming to coordinate cultural activities, ceremonies, and practices at the Hilltop Wellness Hub or at other AFN sites as may be appropriate, including but not limited to the annual Pow Wow, funerals, etc.
- Facilitates for families and volunteers to initiate and be present for setting up ceremonial structures i.e., tipii, wiigwam, meeting space, food coordination, finding elders/knowledge keepers/traditional teachers and healers/fire keepers.
- Assists clients to develop action plans to address identified concerns.
- Undertakes outreach with health & social agencies to benefit community and clients.
- Conducts business in a manner that reflects positively on the services and programs of Alderville First Nation.
- Completes a work plan and reporting as per Aboriginal Healing & Wellness Strategy (AHWS) and fund agreement, ensuring that both client-based activities and participant-based activities are provided as per the mandatory funding requirements.
- Networks effectively and productively with related organizations and agencies both within and outside the community.
- Conducts an annual Cultural Programming Survey to determine the needs and desires of the AFN Community.
- Writes and prepares proposals to access additional funding as may be required to support Cultural initiatives, projects, and programming for the AFN Community.
- Develops and maintains written guidelines for Cultural protocols, including but not limited to, celebrations, ceremonies, and other relevant activities; maintains a real time handbook.
- Always maintains an inventory of medicines for ceremony and programming.
- Reviews, develops, and updates the Cultural workplan on an annual basis.
- Develops and delivers Cultural training/orientation for new AFN Staff.

**MINIMUM QUALIFICATIONS:**

- A post-secondary degree or diploma in the field of Social Services an asset.
- Current CPR/First Aid and AED certification.
- Must have valid Class 'G' driver's license and \$1M liability insurance with reliable method of transportation.
- Current Criminal Reference Check and Vulnerable Sector Search required.

**Specialization required:**

- Demonstrated knowledge and understanding of Anishinaabe culture, traditions, teachings, community dynamics.

**Considered an asset:**

- Knowledge of the history and dynamics of the Alderville First Nation community.
- Knowledge of legislation governing First Nations an asset.

**PREFERRED EXPERIENCE:**

- Minimum of three (3) years' experience in a related field.
- Group facilitation skills and proven ability to facilitate programs and events.
- Case management experience.
- Good interpersonal skills to interact with First Nation residents.
- Ability to network effectively and productively with related organizations and agencies both within and outside the community.
- Excellent organizational, interpersonal, written, and oral communication skills.
- Initiative and ability to work independently to meet deadlines.
- Ability to analyze problems, recommend and implement solutions.
- Must have excellent computer skills for reporting and presentation purposes, and general office equipment knowledge.

**\*\* For full job description, contact Human Resources\*\***

**DEADLINE TO APPLY:** *Open until filled, applications will be reviewed upon receipt.*

**HOW TO APPLY:** Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).

**HOW TO CONTACT:** Human Resources Recruitment  
Phone: 905-352-2011 ext. 217  
Email: [humanresources@alderville.ca](mailto:humanresources@alderville.ca)

**Note:** Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

*Chief & Council retain the right to make the final decision on the selection of the successful candidate.*

