

CHAMPAGNE and AISHIHIK FIRST NATIONS

<u>Identification:</u>	Dän k'è kwänjê Manager
<u>Department:</u>	Language and Culture
<u>Supervisor:</u>	Director Language and Culture
<u>Date:</u>	May 2024
<u>Wage Level:</u>	Level 9

A. Job Summary:

Reporting to the Director of Language and Culture, this position provides a management role to Language programming and initiatives that support community language opportunities meet the goals in of revitalization which includes the Dän k'è kwänjê Ghàkenidän program team, language nest instructors, community language supports and other language related activities. This position provides operational management to CAFN language programming on a day-to-day basis and is an active participant in the development of the ongoing strategic vision of CAFN community language revitalization.

B. Main Duties:

- 1) Program Management:
 - Providing direction and management of the design, development and delivery of language immersion for adult immersion, youth immersion and early childhood language nest immersion
 - Develop and implement operational program frameworks, including budgets, staffing, resources and location requirements for all the above programs
 - Identifying and developing alternative funding opportunities to expand and sustain programming
 - Provide leadership support to all Dän k'è kwänjê Ghàkenidän program staff
 - Develop operational policies, procedures and guidelines to help the programs operate efficiently and effectively
 - Work with post-secondary and secondary program partners to develop accreditation criteria for the various Dän k'è kwänjê Ghàkenidän programs and other intensive language development programming i.e.: MAP, Paul Creek etc.
 - Promote, develop and support coordination of land-based language learning activities/camps.
 - Providing ongoing feedback and program updates to the Director of Language and Culture and program partners with respect to the implementation of the programs; what's working, what's not working, what adjustments need to be made
 - Work with the Director of Language and Culture, the Language Culture & Heritage Advisory Committee and the Language Immersion Working Group to evolve the programming to meet changing community needs
 - Act as the Senior Administrator with respect to operational and student issues within the various programs.

- Participate in Indigenous Language Forums, within and outside the Yukon, as appropriate
 - Assist and oversee some coordinating and learning on the land as needed
- 2) Administer the program:
- Actively monitor and evaluate annual programs and budgets
 - Lead program staff in developing annual work plans and budgets as appropriate;
 - Collaborate with program partners / contractors;
 - Conduct annual performance appraisals for CAFN program staff, and following up on any issues that arise from the appraisals;
 - Complete regular program evaluations, identify gaps and make recommendations to streamline and improve the programs
 - Meet with all program partners regularly
 - Maintaining contact within the community by increasing cultural knowledge and other methods of fostering understanding and trust
- 3) Performs other duties as required

C. Job Knowledge and Skills

Education and Experience:

Successful completion of a relevant post-secondary degree with training in Education, Social Sciences, or Language is a benefit. Prior experience in a program and human resource management role is preferred. An equivalent combination of training and experience will be equally considered. Relevant work experience within the CAFN government is desired. Proficiency (spoken and written) in Southern Tutchone would be an asset. Experience using Microsoft applications such as Word, Excel, Outlook and internet is required.

Job Knowledge:

- Knowledge of Yukon First Nations and CAFN history, culture, traditional territory, demographics, goals, and aspirations
- Knowledge of Yukon First Nations and CAFN government systems and land claims related agreements
- Knowledge of the mandate(s), vision(s), mission(s), program(s), organizational structures and service standards of CAFN departments
- Knowledge of relevant Yukon and Federal Government legislation, policies, structures and processes with respect to related areas such as language and culture
- Knowledge of the history and culture of the CAFN community and family structures
- Knowledge of Southern Tutchone Traditional Knowledge, Values and Culture or a willingness to learn

Specific Skills:

- Speaking Southern Tutchone would be an asset or a willingness to learn
- Ability to lead, plan, direct, set goals, objectives and priorities, strategies and work plans
- Ability to lead plan, direct and facilitate staff development and training plans
- Ability to manage multiple and excessive demands on time and attention
- Ability to work within budgets and manage financial and material resources
- Ability to organize and prioritize tasks and deadlines
- Ability to identify, analyze and refine systems and processes

- Strong ability to plan, prioritize and problem solve
- Ability to use alternative dispute resolution techniques
- Ability to source the right supports for Dän Nakwakhej based on their specific needs as required

Interpersonal Skills:

- Ability to establish trust and rapport with the Dän Nakwakhej, and other language learners
- Ability to work under pressure in a multi-task environment
- Ability to work independently, with minimal supervision, and maintain confidentiality
- Ability to provide service in a fair and equitable manner
- Ability to provide advice and guidance to individuals
- Ability to facilitate small to large groups
- Ability to use professional judgement
- Ability to foster trust and acceptance at the community level
- Strong oral and written communication skills
- Ability to work well in a team environment

D. Decision Making

Success in this position will require a high degree of tact, diplomacy and discretion. The incumbent will be making recommendations to the Director with respect to language revitalization and education, which is a strategic initiative of the government. The incumbent is expected to work with considerable independence in ensuring the objectives of the program are achieved. The incumbent is responsible for coordinating and accomplishing program objectives with assistance of staff, and is responsible for making general decisions on day-to-day operations. The incumbent is often required to analyze complex data and be creative and innovative when solving problems. The nature of problems to be solved by the incumbent range from straightforward to complex issues with no precedence for guidance.

E. Impact / Accountability:

The work of the position is evaluated on the effectiveness of citizen engagement in language immersion education and the improvement in overall language fluency. The work of the position directly impacts CAFN's ability to respond to the requirements of cultural sustainability through language fluency, education and employment of our citizens and thus on the quality of life of all CAFN people.

F. Positions Supervised:

Language instructors, Language Experts and administration staff

G. Working Conditions:

This position is generally located in a normal office environment. Travel between Haines Junction and Whitehorse may be required as well as travel to CAFN communities and field camps. There is a constant need to meet regular deadlines (meetings, minutes, reports), as well as ad hoc deadlines (project work). Work conditions require adapting to change, dealing with a variety of situations, as well as possibly dealing with angry or upset citizens, staff and/or students.

H. Conditions of Employment:

- Valid Yukon Class 5 driver's license. Class 4 driver's license is an asset

- Criminal Records Check
- Valid First Aid Certificate or willing to obtain
- Willingness to work evenings and/or weekends, as required
- Extended workdays/overtime may be required to accomplish tasks and meet workload demands during peak periods, as directed
- Mandatory confidentiality is a condition of employment for all CAFN personnel
- All Champagne and Aishihik First Nations employees are expected to conduct their duties in a harmonious and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous Government


I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. This job description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.



 Director of Human Resources

May 15/24

 Date



 Director of Language and Culture

May 21/2024

 Date

 Employee

 Date