CHAMPAGNE and AISHIHIK FIRST NATION

Identification: Cultural Family Support Worker (Funded by Jordan's Principal)

Department: Community Wellness

Supervisor: Cultural Family Support Coordinator

Date: May 13, 2022

Wage Level: 6

A. Job Summary:

Under the direction of the Cultural Family Support Coordinator, this position is responsible for ensuring that CAFN Families & Children have access to support services and recreational activities. The incumbent will work to enable CAFN Families and Children to participate in culturally relevant programs and activities that promote healing, wellness and community cohesion. This position plays a role in creating connections and support between the traditional teachings (Dän K'e) and spiritual, mental, emotional and physical healing and wellbeing.

B. Main Duties:

1. To ensure that that CAFN Families & Children have access to support services and recreational activities by:
   - working with the families to identify types of support and engagement to be provided;
   - connect families and citizens with existing wellness services and supports that are available within CAFN and other governments;
   - providing transportation for child and families to access groceries, health services and recreation when necessary;
   - providing independent recreational activities to families such as puzzles, coloring, art, sewing and projects to assist with mental health during isolation times;
   - assisting and collaborating with CAFN Family Support Worker, and Case Managers with supporting families in need of wellness and/or cultural support.

2. To enable CAFN Families and Children to participate in culturally relevant programs and activities that promote healing, wellness and community cohesion by:
   - coordinating and implementing a variety of programs and activities such as, but not limited to: Traditional Parenting, Healing circles, Medicine Wheel teachings, storytelling fire talks; regalia sewing, harvesting and canning foods and traditional medicines, etc.;
   - assisting families to attend/participate in cultural programs; and
   - ensuring a "team" approach to cultural Wellness Activities that provides for a coordinated approach between CAFN departments, other organizations and community initiatives.

3. Play a role in creating connections and support between the traditional teachings (Dän K'e) and spiritual, mental, emotional, physical healing and wellbeing by:
   - engaging community members in the development of community based/culturally relevant Wellness Activities in collaboration with Community Wellness members/other CAFN Departments and in consultation with Elders/community leaders;
   - collaborating with other members of the Community Wellness Department as well as other CAFN departments; and
   - Ensuring that various support services (e.g. grieving workshops, mediation skills, stress management techniques) are incorporated into land based activities.

4. **Performs other duties as required:**
    - providing regular reporting to the Cultural Family Support Coordinator, including a trip log for mileage and fuel, etc.;
    - ensuring projects are not over budgeted.
    - attending regular Community Wellness Dept. meetings as requested;
    - documenting client engagement as required; and
    - completing any other required reports or administrative tasks as requested.

C. Job Knowledge and Skills:

Education and Experience:
Successful completion of high school is desired but not a requirement. Must have Knowledge of Dän K'e way as well as experience in supporting families with cultural and wellness activities. Experience working in a First Nation community is an asset. Experience with food preparation and driving clients is an asset

Job Knowledge:
Knowledge and understanding of principle teachings associated with Indigenous culture and heritage, for example: medicine wheel teachings and traditional parenting;
Knowledge and understanding of Indigenous Peoples history with socio-economic challenges;
Knowledge of the history and culture of the CAFN community and family structures and dynamics;
Knowledge of relevant CAFN land based practices is required

Management Skills:
Excellent organizational and time management skills
Ability to coordinate and schedule tasks to meet deadlines
Able to manage own work load with minimal supervision

Specific Skills
Excellent oral and written communication skills
Ability to multitask and to be flexible when priorities shift
Ability to maintain a professional attitude
Ability to deal effectively with authority figures, colleagues, clients, etc.
Ability to resolve conflicts and to mediate

Interpersonal Skills:
Ability to motivate families to participate in activities
Ability to foster trust and acceptance at a community level
Ability to demonstrate stability, maturity and integrity
Ability to work in a team environment
Ability to handle sensitive, highly confidential documentation and maintain strict confidentiality

D. Decision Making:

This position receives direction from the Cultural Family Support Coordinator and overall objectives are based on the Jordan's Principle funding agreement. The role must be able to discern safety concerns and make appropriate decisions, always keeping personal and Citizen safety as the top priority.

E. Impact/Accountability:

The work of the position is evaluated on the effectiveness of the role. Assisting and supporting Citizens and their families with activities regarding their wellbeing is a high impact responsibility, with positive effects on the Citizen, their family and the community as a whole.

F. Positions Supervised:

None

G. Working Conditions:

This position requires time both inside and outside of an office environment. The majority of working time is spent working with Citizens & their families either in their homes, out in the community or out on the land. Some time may be spent participating in community wide cultural & family events, both indoors and outdoors. There will be a high level of exposure to the public and will sometimes have to deal with criticism and complaints about services or programs. There is a regular need to meet critical deadlines, a constant need to work irregular shifts (i.e. evenings and weekends) in order to run particular programs and occasionally working outside and doing physical activity.

H. Conditions of Employment:

- Valid Class 5 Driver's License (Class 4 driver's license would be an asset)
- Valid First Aid Certificate
- Vulnerable Sectors Records Check
- Food Safe Level 1
- Willingness to work evenings and/or weekends, as required
- Ability and willingness to travel, as required
- Mandatory confidentiality is a condition 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.

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Director of Human Resources Date

_____ _____

Director of Community Wellness Date

_____ _____

Employee Date