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| POSITION TITLE: | ELDER / KNOWLEDGE KEEPER |
| DEPARTMENT: | SUPPORT SERVICES AND ADMINISTRATION |
| REPORTS TO: | DIRECTOR OF SUPPORT SERVICES AND ADMINISTRATION |
| CLASSIFICATION: | FULL TIME PERMANENT |
| LOCATION: | WHITBY OR SCUGOG, ON |
| POSTING DATE: | MAY 29 TH , 2023 |
| CLOSING DATE: | UNTIL POSITION IS FILLED |

Dnaagdawenmag Binnoojiiyag Child & Family Services is a multi-service Indigenous wellbeing agency. We provide a stable foundation for children, youth, and families, through wraparound services that are culturally based, and family focused.

PURPOSE OF THE POSITION

Reporting to the Cultural Services Supervisor, the Elder / Knowledge Keeper is responsible for providing direct and indirect cultural services to Dnaagdawenmag Binnoojiiyag Child & Family Services Children, Youth, Families, caregivers, communities, Board of Directors, and staff to develop and enhance the cultural service practice of the Agency. The Elder / Knowledge Keeper will develop and deliver locally accepted cultural practices for the Agency in consultation with community Elders and cultural practitioners to facilitate preservation and promotion of traditional practices within member First Nations and Indigenous peoples whom we serve to enhance positive and strong cultural identity.

The Elder/Knowledge Keeper in collaboration with the Cultural Resource Supervisor and team, is responsible for providing education and training to children, youth, families, member communities, Agency staff, and external partners regarding cultural values, beliefs, traditions, and perspectives on individual, family and community life.

RESPONSIBILITIES

Develop and Implement Cultural Resources for the Agency:

- Act as a resource to provide cultural guidance to ensure the Agency consistently provides relevant and culturally appropriate services.
- To provide Cultural support for Children, Youth, families, communities, and staff.
- Assist in the development and maintenance of a resource list of cultural people, resources, and other Elders/Knowledge Keepers available to the Agency.
- Assist in the development of cultural plans, on an annual basis, that reflect supporting the connection to one's cultural identity for children, youth, families, communities, and staff.



- In collaboration with the Cultural Services team, the Elder/Knowledge Keeper shall develop and implement a cultural plan to help support and increase the cultural capacity of staff to ensure that client assessments and plans are reflective of the child, youths cultural needs.
- Provide training/learning opportunities for Agency staff about cultural practices, teachings, ceremonies, and traditions that workers can implement in their day-to-day practices.
- Train Agency partners on cultural practices, teachings, and ceremonies to ensure a consistently unified and culturally appropriate helping process.
- Provide cultural support and guidance on all agency meetings and gatherings to guide discussions and decisions.
- Establish linkages to community traditional helpers.
- Implement cultural teachings and ceremonies as required and requested.

Relationship and Team Building:

Work collaboratively and cooperatively at all levels:

- Demonstrate behaviours, actions and attitudes that are consistent with Agency vision, mission, and values.
- Provide opportunities for the enhancement and development of positive cultural identities of the children, families and communities served.
- Ensure appropriate communication and consultation with Supervisor at appropriate times.
- Ensure effective and professional communications with all internal and external service providers.
- Share information according to privacy and/or confidentiality guidelines.
- Work respectfully, positively, professionally, and collaboratively with team members.

Administration and Reporting:

- Complete administrative functions and reports and adhere to Agency policies, procedures, and relevant practices.
- Ensure confidentiality and safekeeping of all Agency documents and records.
- Develop and maintain a detailed work plan of activities.
- Develop and maintain accurate, up-to-date, and concise work files.
- Prepare and deliver reports.
- Work in compliance with the Occupational Health and Safety Act and any other relevant legislation.
- Prepare and submit monthly, quarterly, and annual reports and statistics.
- Prepare and submit attendance records and travel expense claims.
- Follow the Agency's human resources, finance and other policies and procedures in the performance of duties.



OTHER DUTIES

- Performs other duties as assigned.

POSITION REQUIREMENTS

Education and Experience Requirements:

- A solid understanding of and sensitivity to the experiences of First Nations, Inuit and Métis peoples in Canada, and the impact of the legacy of Residential Schools and the “Sixties Scoop” upon them is essential.
- Bachelor of Social Work or Indigenous Studies degree would be an asset.
- Three (3) years’ experience in a social services organization developing and delivering cultural programs and services.
- Recognized and respected by his/her own community as someone who has lived experience and a learned understanding of Indigenous culture and traditional teachings and they carry themselves within community according to those teachings.
- Experience working with Indigenous people, organizations, and communities.
- Experience with all four stages of the life cycle within the medicine wheel.

Availability Requirements:

- Our office hours are 8:30am - 4:30pm, Monday to Friday, with a one-hour unpaid lunch. However, based on the needs of those we serve, our frontline staff regularly find themselves working outside of these hours, including evenings, weekends, and holidays.

Knowledge Requirements:

- Knowledge of child welfare services issues at the First Nation and regional level.
- Knowledge of Dnaagdawenmag Binnoojiiyag Child & Family Services programs and services.
- Engage as a healthy member of the community with a strong, demonstrated ability to work respectfully with stakeholders, children, youth, birth family members, caregivers, co-workers, community, knowledge keepers and allies.
- Respect for, sensitivity towards as well as knowledge and understanding of Indigenous culture, traditions, and the Seven Grandfather Teachings.
- Knowledge of First Nations, Inuit and Métis service delivery, customs, and traditions in relation to child welfare.
- Knowledge of the Child, Youth and Family Services Act.
- Strong cultural skills.

Ability Requirements:

- Excellent interpersonal skills, oral and written communication skills.
- Excellent conflict resolution and problem-solving skills.
- Excellent organizational and time management skills.



- Excellent computer skills with MS Office software.
- Ability to manage multiple priorities.
- Ability to work independently and within a team environment.
- Ability to take initiative, meet deadlines and work flexible hours.
- Ability and willingness to support both traditional and contemporary healing practices.
- Ability to display a positive and helpful attitude.
- Ability to use good judgment in assessing difficult situations.
- Ability to guide and support individuals in their desires and efforts to embrace cultural values and traditions.
- Ability to work with confidential and sensitive information.
- Ability to understand and speak any traditional language is a definite asset.

Mandatory Requirements:

- Must be willing to work flexible hours including weekends, evenings and holidays as required.
- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS).
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of Personal Liability & Property Damage insurance coverage for at least \$2,000,000.00.

ACCOUNTABILITIES

The employee is required to have a good working knowledge of all laws, rules, regulations, policies and procedures, as well as the Regional Protocol which impact on the employee's specific responsibilities. We undertake to make decisions, as required, which are consistent with these and then to act in a manner which provides quality services to children, youth, families and communities.

WORKING CONDITIONS

- You will be provided a working location with a hybrid work from home option available.
- Travel within the catchment area will be required from time to time.

SALARY RANGE

- \$74,142.38 - \$90,811.52, depending on qualifications and experience.

TO APPLY

- Please email the following to careers@binnoojiiyag.ca
- Expression of Interest Letter noting experience and why you are interested in this role.



Dnaagdawenmag Binnoojiiyag
Child & Family Services

EMPLOYMENT OPPORTUNITY

- As an Indigenous Child Wellbeing Agency, we give priority to applicants who identify as First Nations, Inuit, Métis and those with close affiliations.