

Cultural Coordinator

TITLE: CULTURAL COORDINATOR

DEPARTMENT: CULTURE

REPORTING TO: DIRECTOR OF MENTAL HEALTH AND ADDICTIONS

HOURS: FULL-TIME, 37.5 HOURS WEEKLY, ONE YEAR TERM WITH POSSIBILITY OF EXTENSION

SCHEDULE: STANDARD HOURS MONDAY – FRIDAY, 9:00 AM – 5:00 PM, SOME EVENINGS AND WEEKENDS WILL BE REQUIRED

HOURLY WAGE: \$23.50 PER HOUR, DEPENDENT ON QUALIFICATIONS AND EXPERIENCE

ABOUT RAY

Mission: To provide youth with what they need, on their terms, to better their lives.

Vision: RaY's vision is that all youth have the opportunity to live a healthy and secure life; that they are given the chance to develop a belief in themselves through tools, information and programs that build personal capacity in order to be self-sufficient and no longer need RaY's services.

ABOUT THE ROLE

The Cultural Coordinator's goal is to enhance the cultural safety of the organization and support to youth at RaY by developing programming that provides youth with a safe space to explore their Indigenous cultural identity and connect to Winnipeg's vibrant Indigenous community. You will support with the delivery of programs and will support the needs of the individual youth who are accessing those programs through a cultural lens. RaY is a fast-paced environment which depends on reliable, open-minded, flexible and team-oriented individuals *to provide youth with what they need, on their terms, to better their lives*

Goals

1. Regular drop-in supports for youth, and office hours to connect with youth
2. Create a monthly calendar of cultural activities
3. Regular, scheduled smudging in units, drop-in supports for housing
4. Implement cultural teachings and ceremonies as required in all departments within the RaY service Hub
5. Establish linkages to community traditional helpers to support cultural activities and cultural safety within RaY.

EDUCATION AND EXPERIENCE:

- An understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of legacy of colonization.
- Knowledge of TRC, UNDRIP and MMWIG calls to Justice
- 2 years' experience in developing and delivering cultural programs and services.
- Certification in the following is considered an asset: Level C-CPR, NVCI, ASIST, Stages of Change/Motivational Interviewing

- Valid driver's license
- Criminal Record Check, Child Abuse Check and Driver's Abstract
- Proficiency in MS Office and general comfort with technology

SKILLS AND ABILITIES

REQUIRED ASSETS:

- Experience working with vulnerable youth or other at-risk populations
- Experience in creating programming needs for youth
- Superior cultural competency skills, knowledge, experience and awareness
- Strong working knowledge of harm reduction principles
- Strong communication and documentation skills
- Strong working knowledge of Manitoba's Indigenous programs, resources and agencies
- Capacity to build and maintain strong relationship with partner agencies
- Strong advocacy skills
- Creative problem solving
- Ability to function independently while also working as part of a frontline team
- Ability to multitask and prioritize in a fast-paced environment

KEY RESPONSIBILITIES

The responsibilities of the Cultural Recreation Coordinator include but are not limited to the following:

PROGRAMMING AND CASE MANAGEMENT

- Facilitate workshops and/or activities weekly
- Support cultural based and land-based activities and education on a weekly/monthly/seasonal basis
- Attend and support field trips and community activities with an emphasis on culture (i.e. Sweats, Powwows etc.)
- Encourage and support the development of cultural peer-led workshops
- Refer youth participants to Indigenous programming outside RaY
- Assist all programs at RaY with integrating Indigenous teachings and perspectives
- Network with community services that support youth of Indigenous ancestry
- Act as an advocate for Indigenous youth

PROGRAM SUPPORT

- Create a cooperative and respectful environment that facilitates the success of the Cultural Programming
- Attend regular team meetings (formal and informal)
- Assist with the collection of statistical information, and develop monthly reports
- Ensure program protocols and procedures are followed for the safety of staff and participants
- Advocate on behalf of youth and young adults on a case by case basis with Employment and Income Assistance, Legal Aid, Manitoba Judicial system, Winnipeg Police Services and other systems as needed

YOUTH CARE

- To have a keen awareness of internal and external resources, such as government systems and mechanisms experienced for participants and an ability to establish interim resources where gaps exist.
- The ability to build trusting relationships with participants in a non-judgmental and non-threatening basis, in alignment with RaY values and principles.
- To impart information and direction that will empower participants to make informed decisions in the hopes of improving their quality of life.
- To advocate on behalf of participants on a case by case basis with various “Systems” i.e. Child and Family Services, Employment and Income Assistance, Legal Aid, Health, Addictions, Justice etc.
- To effectively engage in conflict resolution, systems navigation and problem solving.
- Responsible for leading overall youth care environment in the agency.
- Provide opportunities for youth to participate in cultural activities and ceremonies with the guidance of agency supports and external resources

ADMINISTRATIVE SUPPORT

- Ensure that all reports are completed in a timely manner
- Maintain quality up-to date documentation on all interactions with participants using RaY's internal stats database (Protegra)
- Ensure that all data collected is entered and reported in a timely manner (monthly)
- Maintain quality up-to date documentation on all interactions with participants
- Support the strategic direction of agency vision and goals through active engagement, leadership and aid the on-going initiatives that support an end to youth homelessness

Perform other tasks as assigned

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Physical demands: sitting, walking, some lifting up to 20 lbs
- Work environment: an environment of high-stress and fast-paced crisis intervention.
- Will be largely in the office but may require work outside of regular office hours or for off site programming, you are required to follow the two staff policy and receive approval before from your Director

RaY is committed to representing diversity among our staff and volunteers. Indigenous peoples, visible minorities, persons with disabilities, persons of minority sexual orientations and gender identities are encouraged to apply and self-identify.

Please email your resume and cover letter detailing the position title in the subject line and email your attachments to employment@rayinc.ca with attention to Employment at RaY. No phone calls please.