



JOB TITLE Family Support
Cultural Coordinator

REPORTS TO RECE Supervisor

Job Purpose

Under the direct supervision of the Registered Early Childhood Educator (RECE) Supervisor, the Family Support Cultural Coordinator is responsible for the coordination and implementation of parental/caregiver support services and Indigenous Culture and Language teachings.

Duties and Responsibilities

Duties and Responsibilities will include, but will not be limited to the following:

Program Management - Family Support

- Schedules and conducts home visits prior to child/family enrolment in the AHS Program;
- Provides orientation for the parents/caregivers.
- Ensures appropriate social service referrals are made for clients; Provides follow-up support and incorporates identified needs into program activities.
- Designs, implements, and supervises all Family Support parental/caregiver activities.
- Recruits and organizes parent groups and committees for parental/caregiver involvement in programming.
- Assists co-workers and parents/caregivers to meet and discuss their child's physical, social, emotional, and intellectual progress throughout the school year.
- Shares responsibility with the RECE's pertaining to classrooms and educational requirements such as planning, managing, instructing, and evaluating; Records and shares observations about individual children's progress.

Program Management – Cultural Coordinator Duties

- Integrates Indigenous culture and language throughout the Family Support Program.
- Plans, prepares and delivers culturally relevant programming and language lessons to the children that are coordinated with the monthly calendars and program activities.
- Organizes traditional programming, such as feasts and ceremonies, arranges the attendance and participation of Elders and community resources.
- Prepares and organizes planting, maintaining, harvesting, and preserving of the Community Garden with parent/caregiver involvement, invites Elder for the Planting Ceremony, recruits volunteers for gardening.
- Ensures medicine garden is maintained, replanted on an annual basis, if needed.
- Collects, organizes and gathers Aboriginal resources, materials etc., and implements into the curriculum.
- Maintains list of Cultural Items on site.
- Maintains up to date Elder/Knowledge Keeper list.

- Assists Elder on evening when programming and/or ceremonies take place.
- Assists with Sweat lodge ceremonies, ensures area is clean, etc.

Program Administration

- Prepares monthly program calendar and activity reports for parents/caregivers, coworkers and the Board of Director meetings.
- Completes daily attendance sheet and collects statistical data reports, prepares weekly/monthly reports to submit to RECE Supervisor.
- Maintains accurate family files, records and reports and completes evaluations to ensure quality control.
- Ensures logbooks and required recordings concerning classroom, children and parental/caregiver interactions are maintained throughout each day for incident reporting and future clarification purposes.
- Adheres to and is responsible for the completion of reporting requirements required by funding agencies and/or the Executive Director, or RECE Supervisor.
- Maintains, orders and is responsible for ensuring inventory of the program supplies/materials/resources is sufficient to maximize use and minimize loss.

Ensuring a Healthy and Safe Environment

- Supports learning and development by ensuring the delivery of high-quality experiences that build responsive adult-child relationships and encourage children's exploration, play and inquiry, supported by How Does Learning Happen? Ontario's Pedagogy for the Early Years
- Ensures children will be provided with a safe and supportive environment that is culturally relevant and culturally appropriate which will help children develop socially, intellectually, physically, emotionally, and spiritually.
- Maintains a safe and healthy environment by reporting existing and/or potential workplace hazards.

Positive and Effective Communication

- Works as a team member, striving to create a healthy and happy atmosphere of caring, growth, learning, stimulation, creativity, and respect, utilizes the seven Grandfather Aboriginal teachings
- Fosters and maintains a positive relationship with Elders in the community.
- Fosters and maintain positive and productive relationships with the children, parents/caregivers, family, community, professionals and co-workers.
- Encourages parental/caregiver involvement and participation within the programs and maintains regular contact to offer resources and create empowerment.
- Promotes Shkoday at public relation events and acts as a liaison between community agencies and Shkoday; attends appropriate community meetings.

Training and Professional Development

- Demonstrates knowledge and adheres to the Child Care Early Years Act, 2014, Code of Ethics and Standards of Practice, Shkoday Abinojiiwak Obimiwedoos Personnel Policies and Procedures, Program Operations Manual and AHS Playground Manual
- Attends all Shkoday Abinojiiwak Obimiwedoos staff meetings and recommended professional development.
- Keeps apprised of relevant legislation or policy changes in relation to the social services fields.

General Duties

- Maintains a clutter-free and organized workspace.
- Maintains the family support area, materials, supplies, learning resources and equipment in a clean, safe, orderly manner; Responsibilities include sweeping, de-cluttering and dusting as needed.
- Answers phone and documents call in logbook, takes messages and/or transfers call as appropriate.
- Maintains regular and open communication with program team members and coworkers and provides support to daily operations.

Qualifications

- Early Childhood Education Diploma or provincially recognized equivalent is preferred.
- Child and Family Worker Diploma, an asset.
- Current certification in Standard First Aid and Level "C" CPR is required.
- Vulnerable Sector Check, TB Skin Test and Immunization Record will be a condition of employment.
- Safe Handling Course, an asset
- Knowledge of Anishnaabe Culture and traditions and experience working with Indigenous persons, ability to speak Ojibwe/Cree considered an asset.
- Passionate in regard to the health and well-being of children and families
- Ability to effectively work as a team player with staff, parents, and children.
- Creative problem-solving skills.
- Excellent organizational and time management skills and takes initiative.
- Strong interpersonal and communication skills.

Working Conditions

The Family Support Cultural Coordinator will be sitting, standing, and using multiple pieces of office equipment and computers. The position will require several hours being spent at a computer preparing detailed reports. The position may also require lifting equipment and materials up to, but not limited to approximately 30 lbs. The environment is busy and occasionally noisy. The Family Support Cultural Coordinator will be required to be out in the community, which includes indoor and outdoor environments in all seasons.

Traditional Medicines and healing practices are utilized in ceremonies and circles which may affect individuals who are sensitive to scents.

This position requires the Family Support Cultural Coordinator to deal with a wide variety of people with challenging personal issues, which can be stressful at times. Dealing with regular deadlines and having many requests at one time can also be a stressor in this position.

The hours of work are usually Monday to Thursday 8:00 a.m. to 4:30 p.m. and Fridays 8:00 a.m. to 11:00 a.m. Some evening programming will occur requiring flexibility of weekly hours of work.

Physical Requirements

Must pass an annual medical exam and be in good health.

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