



MUNICIPALITY OF CAMBRIDGE BAY

POSITION DESCRIPTION

I. General Information:

Position / Title:	Cultural Support Worker- Connections Program	Employee Name:	
Supervisor Title:	Director of Healthy Living	Supervisor Name:	Charles Zikalala
Employees Supervises: N/A			

II. Purpose of Position:

To provide emotional support, information, referrals, and advocacy to assist participants of the Connections Program and their immediate family members and/or support the community by providing various community programs that are culturally relevant.

III. Essential Duties and Responsibilities:

- Makes contact with possible participants and their families and/or support people in Wellness Centre Community Services' drop in and/or in the location of their choice, and provides emotional support, cultural support and information and/or referrals
- Ability to provide cultural support and perform traditional ceremonies during the healing journey
- Provides supported referrals to Professional Counselling and to Resolution Health Support
- Provides supported referrals to appropriate community resources and/or other relevant resources such as needed
- Ability to prepare monthly, quarterly and yearly statistical reports
- Participates in the crisis intervention as needed, including follow-up until the crisis situation has stabilized
- Assesses clients' issues and needs; assists and supports clients to develop a healing plan and to take positive steps to achieve their goals; makes referrals and advocates on behalf of clients as appropriate
- Ability to provide a variety of opportunities for healing, such as workshops, Healing Circles, and other ceremonies
- Networks with other agencies in order to reach as many participants as possible
- Network territorially, regionally and nationally to in order to develop best practices
- Maintains accurate and comprehensive written documentation, according to Wellness Centre systems and standards
- Coordinates with other members of the outreach team.
- Available to travel to the Kitikmeot Region and assist in presenting workshops

IV. Education, Certification and Experience

- A Bachelor of Social Work (or a related degree) and two years of relevant experience; or,
- A Social Work (or related) Human Services Diploma and two years of relevant experience; or,
- Community Addictions Training and two years of relevant experience

V. Knowledge, Skills and Abilities:

- Displays proven ability to work in a respectful, non-biased client-centered manner



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- Possesses excellent networking and communication skills
- Works with initiative, commitment and enthusiasm
- Has an ability to work effectively as a member of a team as well as independently
- Demonstrates flexibility and adaptability to change
- Possesses an ability to work in a stressful environment and deal with difficult, sometimes abusive, clients
- Ability to travel within the Kitikmeot Region, but also to other communities when required
- Some knowledge of the Indian Residential School System and the effects this system has had on Former Students and their families
- Understanding of childhood trauma and various healing methods
- Good working knowledge of Trauma informed care, Mental Health, Child Welfare and Justice procedures, guidelines and practices as well as an understanding of the Indian Residential Schools Settlement Agreement.
- Criminal record and Child and Youth Information Systems check are required

WORKING CONDITIONS:

Physical Demands:

The employee will spend long hours sitting, standing, and using office equipment and computers which can cause muscle strain. The employee may be lifting equipment and materials up to 30 lbs.

Environmental Conditions:

The employee will be required to move throughout the community. The employee may come in contact with community members who are ill and/or contagious and must take precautions to ensure the health and safety of all individuals including self.

Sensory Demands:

Regular contact with the public may affect senses and respiratory system. The employee must be very adept at listening to others and spending long hours on the computer preparing detailed reports which requires attention to detail and high levels of accuracy.

Mental Demands:

There are regular deadlines associated with this position which may cause stress. The employee must deal with a wide variety of people and will have to manage a number of requests and situations at one time. There may be a number of activities and situations happening at once and the employee must be prepared to prioritize and multitask. The employee must deal with a wide variety of people with challenging personal issues.