

Fraser River All Nations Aboriginal Society

Job Description

Program:	Fraser River All Nations Aboriginal Society (FRANAS)
Position:	Cultural Advisor
Reports to:	Executive Director
Contract:	Part time

POSITION SUMMARY:

The Cultural Advisor is a knowledge keeper who is self-directed, strengths based and passionate about Indigenous culture-centred early years programs and services. The Cultural Advisor is primarily responsible for providing knowledge of Indigenous and urban Indigenous history, cultures, traditions, teachings and protocols relevant to Indigenous early years programs. The Cultural Advisor will assist the ECD team by designing activities that meet the cultural needs of the children and families. Customs, items, beliefs and values that accurately portray Indigenous people will provide the foundation to program activities.

REPORTS TO:

Executive Director

QUALIFICATIONS:

- Completion of Grade 12 and some post -secondary education in a relevant field or a combination of education and experience.
- Assets include: ECE certificate/diploma with post basic infant/toddler and special needs certificates, group facilitation and instructional experience, administrative, email and computer skills.
- Knowledge of Indigenous culture, traditions, history and issues and the ability to work respectfully with Indigenous people.
- Knowledge of communities and community partners within Maple Ridge and Pitt Meadows or the willingness to learn.
- A collaborative working style with an excellent understanding of Indigenous culture and traditions.
- Experience working with children and families.
- Strong organizational skills.
- Valid Class 5 BC drivers licence and own reliable transportation; willing to obtain business insurance and liability coverage.
- Driver's Abstract required.
- Criminal record check and review is a requirement of all employees of FRANAS.
- Valid First Aid certificate within 90 days of employment.

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KEY RESPONSIBILITIES/DUTIES:

- Promote and support traditional cultural teachings and practice for families.
- Work with children and families to provide cultural teachings and assist in the development and implementation of cultural components to the ECD program enriching with traditional teachings as appropriate (Medicine Wheel, Seven Sacred teachings or other Indigenous world views).
- Assist Indigenous Early Years Group coordinator to facilitate appropriate cultural practices within the ECD program.
- Assist the Indigenous Early Years Group coordinator to develop culturally and developmentally appropriate craft and activities for children age 0-6 years old.
- Use traditional practices such as the medicine wheel and seven sacred teachings to focus on the mind, emotion, body and spirit and recognise family strengths and assets.
- Coordinate singing, drumming and storytelling groups within the ECD program.
- Facilitate involvement of Elders in the program when possible and as budget allows.
- Engage in collaborative community partnerships to promote cultural teachings and practice.
- Confidentiality of families' information is paramount.
- Participate in agency meetings and training as deemed necessary for the position.
- Adhere to the policies and procedures of FRANAS as established in policy manuals, Health and Safety Guidelines, job descriptions, written memos and verbal agreements.
- Comply with WCB health and safety standards.

Employee Signature: _____

Date: _____

Supervisor: _____

Date: _____