



POSITION TITLE:	CULTURAL SERVICES SUPERVISOR
DEPARTMENT:	SUPPORT SERVICES AND ADMINISTRATION
REPORTS TO:	DIRECTOR OF SUPPORT SERVICES AND ADMINISTRATION
CLASSIFICATION:	FULL TIME PERMANENT
LOCATION:	WHITBY, ON
POSTING DATE:	JANUARY 29 TH , 2021
CLOSING DATE:	APRIL 15 TH , 2021

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 Director of Support Services and Administration, the Cultural Services Supervisor is responsible for the development and oversight of cultural support services staff and programs to assist the Dnaagdawenmag Binnoojiiyag Child & Family Services in delivering culturally intelligent services rooted in the culture, beliefs and values of the Indigenous population we serve. Through the development and monitoring of cultural service delivery processes and the effective supervision of staff, the Cultural Services Supervisor will ensure that programs and services are provided in accordance with the Child, Youth and Family Services Act and other pertinent legislation, Ministry standards and guidelines and Dnaagdawenmag Binnoojiiyag Child & Family Services policies, directives and procedures, as well as the Regional Protocol.

RESPONSIBILITIES

Clinical:

- Assigns cases/tasks to staff as appropriate or required.
- Assumes responsibility for advising staff regarding planning and cultural support strategies, etc.
- Reviews and assesses information and makes decisions regarding Cultural support services.
- Provides professional direction and cultural support to staff on an ongoing basis. In challenging situations is required to support staff in problem solving in crisis situations and strategizing interventions.
- Reviews progress and consults with staff on a regular basis to ensure children, youth, families, and staff are culturally supported through their individual Cultural Well-being plan and to monitor the effectiveness of the cultural services provided and Dnaagdawenmag Binnoojiiyag Child & Family Services policies, practices and



procedures.

- Reports on a regular basis to the Director of Support Services and Administration with respect to the adequacy of Cultural Services policies and procedures and standards in relation to any operational issues that arise.
- Develop and maintain policies and procedures for a cultural policies and procedures.
- Develop and implement a training plan on cultural practices in collaboration with the Staff Trainers.
- Oversees the development and maintenance of a resource list of cultural resources, Elders and Knowledge Keepers available to the Agency.
- Performs other duties as assigned.

MANAGEMENT:

- Supervises and manages the activities of Cultural Services staff and ensures that pertinent legislation, Ministry standards and guidelines and Dnaagdawenmag Binnoojiiyag Child & Family Services policies, directives and procedures, cultural protocols are adhered to.
- Evaluates the effectiveness and quality of services provided, identifies gaps in service, participates in the development of Dnaagdawenmag Binnoojiiyag Child & Family Services cultural plans for Children, Youth & Families, and staff, prepares budget submissions, goals and objectives, and policies and procedures through participation on Dnaagdawenmag Binnoojiiyag Child & Family Services committees and task forces and direct input to senior management as required.
- Acts as a member of the Dnaagdawenmag Binnoojiiyag Child & Family Services' Management Team and participates in the planning, development, and formulation of recommendations for improved Dnaagdawenmag Binnoojiiyag Child & Family Services-wide service delivery.
- Develops recommendations for changes in cultural service delivery and prepares proposals for submission/presentation to the Management Team for discussion and approval or to Senior Management for consideration and approval.
- Assists Human Resources with the recruitment of any positions within their respective Cultural services team.
- Oversees the development and implementation of an Elders Advisory Council that is reflective of the affiliated First Nations and the Indigenous population to whom we serve.
- Ensures that each direct report is evaluated as per the HR policy in relation to applicable position descriptions; and assists with the development of the annual training plan to ensure that it addresses both identified weaknesses and the professional development needs of staff.

FINANCIAL MANAGEMENT:

- Implements and oversees designated budgets for Cultural Services that follow Dnaagdawenmag Binnoojiiyag Child & Family Services financial management



- policies and procedures, and the terms of funding agreements; and
- Approves staff time sheets, mileage, and reimbursement expenses.

COMMUNITY RELATIONS:

- Ensures positive working relationships between Dnaagdawenmag Binnoojiiyag Child & Family Services, First Nation partners, all Indigenous communities served and relevant external agencies.

OTHER DUTIES

- Performs other duties as assigned.

POSITION REQUIREMENTS

Education and Experience Requirements:

- University Degree in Indigenous Studies or equivalent.
- Ten (10) years-experience working with Indigenous people, organizations and communities.
- A minimum of 5 years progressively responsible experience in Community and/or Cultural Services management.
- A minimum of 5 years-experience at management level supervising staff.
- 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
- Individual must be bondable.
- Knowledge of records management.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the "Sixties Scoop" upon them is essential.

Knowledge Requirements:

- Strong knowledge and awareness of Indigenous culture and history, with emphasis on child welfare, family violence, the impact of trauma, Indigenous youth engagement and community outreach.
- 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.
- Commitment to providing services in ways that respect cultural beliefs, values, norms, ceremony, and teachings of Indigenous people.
- Exceptional knowledge of Indigenous historical and contemporary issues.
- Experience in group facilitation, and ability to develop and present training materials to small and large groups.
- Have a good working knowledge of data collection and standard computer software programs.



Ability Requirements:

- Relate effectively to and supervise staff as a diplomatic and flexible team player.
- Strong interpersonal skills and a demonstrated ability to form effective working relationships with cultural resources (Elders, healers, etc.), clients, general public and Dnaagdawenmag Binnoojiiyag Child & Family Services staff.
- Work effectively with the management and staff of other programs/agencies.
- Effectively manage Cultural matters.
- Effectively manage secure and confidential information.
- Communicate effectively in writing and verbally.

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 within your region by the Organization.
- Travel within the catchment area will be required.

SALARY RANGE

- \$71,015.50 - \$86,981.64 depending on qualifications and experience.

TO APPLY

- Please email the following to careers@binnoojiiyag.ca
 - Application for Employment (available at www.binnoojiiyag.ca)
 - Please indicate preferred location in your application
 - Cover letter outlining why you are the most qualified candidate for this role including your experience working directly with First Nations, Inuit and Métis Peoples, Communities and Organizations.
 - Resume (include 3 work related references)
- Incomplete Applications will not be considered.



Dnaagdawenmag Binnoojiiyag
Child & Family Services

EMPLOYMENT OPPORTUNITY

- Only those selected will be contacted for an interview.
- As an Indigenous Child Wellbeing Agency, we give priority to applicants who identify as First Nations, Inuit, Métis and those with close affiliations.