

Job Description

Title **Cultural Advisor**

Reports to **Senior Treaty Manager**

Job Summary

This position coordinates and supports all aspects of cultural knowledge transfer and planning within the NSTC. The Cultural Advisor provides traditional teachings and ceremonies in a safe and acceptable environment and also coordinates access to Elders and Traditional people to meet the needs of the NSTC as the primary audience. The Cultural Advisor will also work to promote cultural awareness, safety and competency within the NSTC and NSTC community at large while promoting cultural awareness and reconciliation. **Will work with the NSTC Treaty Team to ensure culture & language is within the Chapters.**

Duties and Responsibilities

1. Consults with NSTC Community Elders relating to cultural protocols and practices and promotes Secwepem'c language with the community and NSTC office staff.
2. To build upon the skills and knowledge within the NSTC and NSTC community of local and traditional Secwepem'c ways of life
3. To facilitate increased access to culture and cultural knowledge among the NSTC Leaders, with Staff as the priority, and from a perspective that promotes Reconciliation
4. To ensure safe transmission of cultural knowledge for the NSTC community
5. To foster connections to cultural knowledge and ways of being, both within the NSTC and with the broader community from a perspective that promotes reconciliation
6. Promotion of language restoration
7. Connect with Elders and/or traditional resource people to conduct ceremonies as appropriate to the Secwepemc customs and traditions
8. Support the planning of traditional dancing, singing, drumming, community and/or seasonal celebrations/feasts, traditional and social events
9. Coordinate culture/social events and community feasts, Elder socials and Elder/senior appreciation activities and Elder/youth knowledge exchange /mentorship activities
10. Work with NSTC staff in support of the development of culture-based work plans that best support program and service design and provision for urban Indigenous children, youth and families
11. Work with local stakeholders within non-Indigenous community service organizations and institutions to promote cultural competency and awareness
12. Create and maintain a trusted traditional knowledge/Elder resource/directory
13. Create and/or maintain organizational cultural competency, safety & cultural sustainability
14. Liaises with the NSTC Elders and addresses any issues as they arise
15. Organizes cultural celebrations and workshops for NSTC Elders, community members, the public and public schools, as required.
16. Assists NSTC staff with culturally appropriate content related to job readiness and training programs etc.
17. Other duties as assigned or required

The duties listed are provided as examples of area of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and maintain confidentiality of all information gained while working with the organization.

Qualifications

Education:

- Graduation from High School Grade 12
- QUALIFICATIONS REQUIRED:
- Strong knowledge and awareness of Secwepem'c culture and history
- Exceptional knowledge of Indigenous historical and contemporary issues

Competencies:

The Cultural Advisor should demonstrate competence in some or all of the following:

- Provides Customer Focused Service - Creates customer-focused service and solutions with a genuine interest in meeting the needs of all parties
- Communicates Information - Communicates and discusses with team critical information including rationale behind decisions. Creates an environment where open honest communication is valued and develops strong, cooperative relationships

- Planning and Organizing - Establishes and plans a clear course of action, involving others as appropriate, managing activities and monitoring results to accomplish specific goals and timetables
- Initiative - Is a self-starter, seeking out or taking the initiative to identify new challenges or opportunities and proactively doing things

Skills and Abilities:

- Behave in a manner that serves as an example of positive cultural values, attitudes, beliefs and actions
- Networking is done to ensure a well maintained list of credible Elders and traditional knowledge keepers is available for the purposes of ceremonial and traditional supports
- Ability to work independently and build effective interpersonal relationships
- Ability to self-regulate, meet deadlines, have attention to detail, and respect confidentiality

Experience:

- Minimum 5 years' experience

Working Conditions

- Travel may be required
- Ability to perform the physical requirements of the job which include: carrying, lifting, standing and walking
- Non-standard hours of work
- Receives minimal supervision with occasional direction and very few checks of the work performed

Conditions of Employment

- Must be able to obtain and maintain a Criminal Records Check
- Must be able to obtain and maintain a valid BC Driver's Licence
- Must have a reliable vehicle

Directly Supervises

- None

General Category:

- Operates as part of a team and is flexible about the boundaries and functions of the job
- Maintains open and professional communications with co-workers, leadership and all others who do business with NSTC
- Ensures that all internal and external deadlines are met
- Serves on committees as directed by the Senior Treaty Manager
- Takes responsibility for identifying upgrading of personal skills necessary to perform job duties
- Successfully completes all training courses undertaken at the direction of Supervisor
- Maintains confidentiality of all information seen, heard or obtained by virtue of employment
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture

Position Classification:

Salary Grid Level:

Security Level:

<p>I have read the duties and responsibilities assigned to this position and described in this document. I agree to undertake these duties and responsibilities. I understand that this job description will be used as source to evaluate my job performance.</p>	<p>Employees Signature: _____ Name: _____</p>	<p>Date: _____</p>
<p>The information contained in this document represents a realistic description of the duties and responsibilities of the described position as of the effective date.</p>	<p>Supervisor Signature: _____ Name: _____</p>	<p>Date: _____</p>