



Indigenous Cultural Advisor (Permanent, Part-Time)

Through our vision of eliminating poverty in our community, and guided by a passionate concern for the dignity and well-being of each individual, our work is based on building relationships, hope and trust. By addressing multiple needs, Bissell Centre provides a holistic approach to helping families and individuals.

Currently, Bissell Centre is looking for the right individual to fill the position of **Indigenous Cultural Advisor**. The key function of this position is provide a cultural lens to the programs and services offered by the community development team and to engage with and alongside participants who access Bissell's Community Centre and other community stakeholders. The Indigenous Cultural Advisor will mentor and support the Community Development department to develop, coordinate and implement programming and practices that best represent the Indigenous community members that access our services and programs.

Bissell Centre has undergone significant renovations to its Community Space (formerly Drop-In space) in order to implement a new community development model. This model is based on the principals of empowerment and the commitment to create a space that offers programming and engagement opportunities that support participants and their strengths. This is an exciting opportunity to be an important part of a team, implementing a progressive new vision.

Specific responsibilities of the position include:

Mentorship & Relationships:

- Provide guidance to those in Bissell Centre who are currently providing Indigenous programming to ensure consistent practices
- Participate in various groups/meetings within Bissell Centre to integrate an Indigenous perspective across the agency
- Identify trends and needs of mandated agencies
- Provide guidance and direction to ensure Indigenous spirituality and cultural identity are integral aspects of program planning
- Develop strategies for increased participation in activities and events
- Work directly with individuals accessing Bissell Centre services and within various programs by providing mentoring, guidance and support

Program Delivery

- Create working relationships with internal departments within Bissell Centre, including Employment Services, Housing, Fetal Alcohol Spectrum of Services, and Integrated Case Management
- Provide guidance to program staff on the development, adjustment and implementation of Indigenous programming for individuals accessing Bissell Centre's Community Space who are experiencing poverty and homelessness.
- Act as a mentor by providing guidance and support for staff who are serving Indigenous community members through programming and basic needs services.
- Set and manage to maintain standards of practices and codes of ethics within Indigenous programming in the Community Space at Bissell Centre.
- Consult with relevant stakeholders on the design of appropriate programs.
- Identify and implement the cultural needs including gaps and oversights with current program development.
- Develop and implement culturally relevant services related to assessed/identified needs.
- Provide opportunity for sharing of Indigenous principles, knowledge and program strategies with Board members, staff, volunteers and participants.
- Develop, implement and provide opportunities to Indigenous teaching and ceremonies (optimizing internal/external resources).
- Determine future needs for Indigenous resources.
- Liaise with Indigenous Elders, traditional teachers, and external Indigenous agencies regarding possible service delivery models and resources external to Bissell Centre.
- Provide feedback across the agency regarding identified needs and potential gaps with the goal of providing assistance with some of these areas

Community Development:

- Help build a culture that supports and develops participants' and the community's strengths.
- Use Asset-Based Community Development principles and tools to develop new programs in collaboration with program participants and partners in the community.
- Gather participant input and feedback on the development and review of programs.
- Create opportunities for the wider community to be engaged with and participate in Bissell's Community Space.
- Seek out and support opportunities for participants to be engaged with the wider community.
- Develop connections within Edmonton's Indigenous communities.

Administrative

- Enter program data into the Efforts to Outcomes Database.
- Assist with the application for relevant grants and follow all reporting requirements.
- Maintain all administrative paperwork and data requirements for programs including keeping accurate and up-to-date computer records, program information, and critical incident reports within established time standards.
- Attend regular meetings and trainings as required.
- Other duties as assigned.

The ideal candidate would possess the following qualifications:

- Minimum of 5 years specialized training and experience in mentoring and education in Indigenous land based teachings, culture, history and the mentoring of such
- Experience in providing services to Indigenous communities
- Minimum of 5 years' experience working collaboratively with the Indigenous community
- Recognition by the Indigenous community and ability to demonstrate learnings from own journey and teachings received
- Effectively demonstrate and share knowledge
- Must be able to work independently or as part of a team within a multi-disciplinary setting
- Active member of a traditional healing environment with experience in a social service setting is considered an asset
- Must demonstrate the ability to think critically, analyze, conceptualize and apply relevant knowledge to practice
- Strong leadership and communication skills
- Ability to engage with individuals from a harm reduction and trauma-informed approach required
- Ability to build effective working relationships and partnerships with individuals, groups, and organizations in the community
- Ability to assess, develop and implement new initiatives
- Ability to speak an Indigenous language would be considered an asset
- Knowledge of Asset-Based Community Development principles an asset
- Criminal Record Check and Child Intervention Check required

Due to the nature of this position, it is designated for Indigenous people.

This is a permanent, part-time position, working 20 hours per week. Some evenings, weekends, and statutory holiday work may be required on occasion.

Interested candidates are invited to submit their resume and cover letter by **September 8, 2019** to:

Christie Smith

Interim Manager, Community
Development

10527 - 96 Street

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E-mail: csmith@bissellcentre.org

We thank all applicants for their interest. However, only candidates selected for interview will be contacted.