

Aboriginal Friendship Centre of Calgary – Full-Time/Contract Position (March 31, 2019)

Coordinator – Aboriginal Community Resource Collective (6 positions)

About AFCC and the Community Resource Collective

The Aboriginal Friendship Centre of Calgary (AFCC) is a non-profit organization with a mandate to provide social, cultural, education and employment services to the Aboriginal community within the Calgary Metropolitan area. AFCC plays a regular and significant role in the daily lives of our members providing resources and programming for our children, our youth, our elderly, our members who are in need and our homeless; enabling access to cultural and spiritual care; offering referrals for suitable housing, food, clothing, pursuit of education, skill development and training; and building a resourceful Aboriginal community.

AFCC's non-profit family is an expression of how we live, what we value, where we turn for comfort and where we turn when in need. As part of its mission, and in alignment with the Truth and Reconciliation Calls to Action (2015), AFCC supports our community in the maintenance, preservation and restoration of our culture through training, programming and advocacy. As a self-governed non-profit organization that delivers services to the Indigenous community, our mandate drives us to create an all-inclusive community where all members feel valued, respected and empowered.

In direct alignment with the vision of the AFCC and our community partners we are constantly looking for better ways to service our community and enhance the lives of the members of our community. In order to better serve our community, the AFCC in collaboration with our community partners are initiating a **community resource collective called the Indigenous Hub** that will enable equal access to our and our community partner's services, resources and programming.

As part of this new initiative, we are currently looking for individuals to fill six roles within our new community resource collective- the Indigenous Hub (316-7ave SE). In order for our community resource collective to succeed we need committed members with experience in Aboriginal programming and who model traditional Aboriginal culture, teachings and the way of life within their own lives.

Job Specifics

This is a full-time role to be initiated at the start of the community resource collective (proposed date: July 8, 2018) and will continue full-time until March 31, 2019 (Position(s) may be extended if funding permits. The successful candidate will report directly to the Executive Director.

Position 1: Language and Cultural Programming Coordinator

About the Position: The revitalization and integration of Indigenous language and culture is imperative to the Indigenous community. The Language and Cultural Programming Coordinator supports the maintenance, restoration and preservation of our languages, specifically Blackfoot, Cree and Michif, through language camps, classes and an online –learning platform. As the Language and Cultural Programmer, your mission is to create best practice learning activities, curriculums and resources to provide comprehensive resources in Aboriginal language and culture to our community.

Responsibilities

- Develop competency based language and cultural programming for camps, classes and online.
- Supervise and coordinate language and cultural programming events, scheduling and measurement.
- Coordinate and deliver Aboriginal language and cultural experiences, camps, classes, workshops and immersion camps for seniors, adults and youth, including indoor/outdoor education opportunities.
- Combination of educational program development/Aboriginal language and/or cultural programming, group facilitation and coaching is required.
- Create and distribute informative resources for Aboriginal language and culture program (curriculum, lesson plans, education materials, exhibits, registration forms, website content, social media content).
- Report to the Executive Director monthly on progress, development, measurement and outcomes.
- Provide supervision, guidance and mentorship to other employees in the program.
- Model traditional Aboriginal teachings and culture through relationships, community building, teaching and within the AFCC community.
- Create on-boarding materials for volunteers and other staff.
- Handle the day-to-day operation of the program.
- Collaborate with other programs within the AFCC and our community partners to invite and encourage community members to join the program.
- Represent the AFCC, its vision and the program with other community organizations and partners.

Qualifications

- Diploma or degree in an education related field or Aboriginal studies or equivalencies
- Fluency or working knowledge in Aboriginal languages (Blackfoot, Cree and Michif), culture and traditions.
- Strong written and verbal communication skills.
- Some e-learning or online educational platform experience is necessary.
- Self-starter and comfortable working in a team environment, but able to perform independently.
- Experience or knowledge of Aboriginal program development, particularly in an urban environment.
- Experience or knowledge of the Truth and Reconciliation Calls to Action and the importance of healing for our community through our culture, traditions and teachings.
- Respects and values equity, inclusiveness and diversity of communities and individuals.
- Ability to work in an ethically accountable manner and to promote cultural inclusion.
- Passionate about providing programming that will enhance the lives of our community, promote healing of our community and provide teaching, maintenance and preservation of our language and culture.

Position 2: Education and Training Coordinator

About the Position

Educational inequalities exist in our youth and in our older community members who continue to struggle with trauma and memories of the residential school system. Education and training services offered through community resource collective will include academic upgrading, literacy services, tutoring, Medicine Wheels programs, Indigenous Learning Centre and Circle of Nations Learning Collection.

Responsibilities

- Develop competency based educational programming rooted in Aboriginal traditional teachings that focus on academic upgrading, literacy, tutoring, Medicine Wheel programs, Indigenous Learning Centres and circle of Nations Learning Collection.
- Supervise and coordinate educational programming events, scheduling and measurement.
- Coordinate and deliver educational programming rooted in Aboriginal cultural experiences, academic upgrading, classes, workshops and literacy for seniors, adults and youth, including indoor/outdoor education opportunities.
- Develops tutoring, academic upgrading and literacy programming that considers the whole learning and includes differential instruction, triangulated assessment and diverse opportunities for growth.
- Create and distribute informative resources for Aboriginal education programs (curriculum, lesson plans, education materials, exhibits, registration forms, website content, social media content).
- Report directly to the Executive Director and provide monthly reports on program progress, development, measurement and outcomes.
- Provide supervision, guidance and mentorship to other employees and volunteers in the program.
- Model traditional Aboriginal teachings and culture through relationships, community building, teaching within the AFCC community.
- Create on-boarding materials for volunteers and other staff.
- Handle the day-to-day operation of the program.
- Collaborate with other programs within the AFCC and our community partners to invite and encourage community members to join the program.
- Represent the AFCC, its vision and the program with other community organizations and partners.

Qualifications

- Diploma or degree in literacy, education related field or Aboriginal studies or equivalencies.
- Experience in Aboriginal culture and traditions.
- Experience developing programs and instructing diverse cultural learners, diverse levels of learners and learners with diverse needs.
- Combination of educational program development/Aboriginal education, group facilitation and coaching is required.
- Strong written and verbal communication skills.
- Self-starter and comfortable working in a team environment, but able to perform independently.

- Experience or knowledge of Aboriginal program development, particularly in an urban environment.
- Experience or knowledge of the Truth and Reconciliation Calls to Action and the importance of healing for our community through our culture, traditions and teachings.
- Respects and values equity, inclusiveness and diversity of communities and individuals.
- Ability to work in an ethically accountable manner and to promote cultural inclusion.
- Passionate about providing programming that will enhance the lives of our community, promote healing of our community and provide teaching, maintenance and preservation of our community.

Position 3: Employment Service Coordinator

About the Position

The Employment Services Coordinator will work with partnering organizations to create services and programming for members of our community struggling with employment, including, job skills upgrading, resume writing, job search, youth job connection and job fairs and workshops.

Responsibilities

- Liaison with partnering organizations and existing AFCC Employment Resources to create comprehensive programming and resources in employment services.
- Determine client's employability/job readiness by assessing employment barriers, reviewing employment history and identifying a client's career goals and skills.
- Assist clients in developing an individualized employment plan.
- Provide one-to-one assistance to clients with pre-employment preparation.
- Refer clients to appropriate employment programs, human services and community agencies.
- Provide job coaching support when required.
- Update and maintain confidential and complete client records, according to municipal, provincial and federal standards.
- Supervise and coordinate employment services programming events, scheduling and measurement.
- Coordinate and deliver employment services that are rooted in Aboriginal experiences.
- Develop and deliver employment services workshops and educational opportunities.
- Create and distribute informative resources for employment programming (education materials, exhibits, registration forms, website content, social media content).
- Report directly to the Executive Director and provide monthly reports.
- Provide supervision, guidance and mentorship to other employees and volunteers in the program.
- Model traditional Aboriginal teachings and culture through relationships, community building, teaching within the AFCC community.
- Create on-boarding materials for volunteers and other staff.
- Handle the day-to-day operation of the program.
- Collaborate with other programs within the AFCC and our community partners to invite and encourage community members to join the program.
- Represent the AFCC, its vision and the program with other community organizations and partners.

Qualifications

- Degree/diploma in Human Services or Human Resources or related field or equivalencies.
- Combination of employment assessment/ vocational counseling, group facilitation, life skills and coaching is required.
- Working knowledge of the Ontario Disability Support Program.
- Knowledge of Workplace Safety & Insurance Board, Ministry of Labour guidelines and Employment Standards Act.

- Experience in Aboriginal culture and traditions.
- Strong written and verbal communication skills.
- Self-starter and comfortable working in a team environment, but able to perform independently.
- Experience or knowledge of Aboriginal program development, particularly in an urban environment.
- Experience or knowledge of the Truth and Reconciliation Calls to Action and the importance of healing for our community through our culture, traditions and teachings.
- Respects and values equity, inclusiveness and diversity of communities and individuals.
- Ability to work in an ethically accountable manner and to promote cultural inclusion.
- Passionate about providing programming that will enhance the lives of our community, promote healing of our community and provide teaching, maintenance and preservation of our community.

Position 4: Health Services Coordinator

About the Position

The health services offered will provide culturally safe environments, practices and services for the Indigenous community, combining traditional health services with Western health services, specific to the Indigenous population.

Responsibilities

- Liaison with partnering organizations and existing AFCC resources to create comprehensive programming and resources in health services.
- Determine client's health needs and refer clients to appropriate community health resources.
- Coordinate the care for client's health needs.
- Assist clients in identifying health needs, health goal and health priorities through traditional Aboriginal health services with Western health services.
- Provide one-to-one assistance to clients with health needs and accessing community services.
- Create personalized health plans with clients that integrates traditional Aboriginal health with Western health.
- Update and maintain confidential and complete client records, according to municipal, provincial and federal standards.
- Supervise and coordinate health services events, scheduling and measurement.
- Coordinate and deliver health services that are rooted in Aboriginal experiences.
- Develop and deliver health services workshops and educational opportunities.
- Create and distribute informative resources for health services (education materials, exhibits, registration forms, website content, social media content).
- Report directly to the Executive Director and provide monthly progress reports.
- Provide supervision, guidance and mentorship to other employees and volunteers in the program.
- Model traditional Aboriginal teachings and culture through relationships, community building, teaching within the AFCC community.
- Create on-boarding materials for volunteers and other staff.
- Handle the day-to-day operation of the program.
- Collaborate with other programs within the AFCC and our community partners to invite and encourage community members to join the program.
- Represent the AFCC, its vision and the program with other community organizations and partners.

Qualifications

- Degree/diploma in Human Services or Health Services or related field or equivalencies.

- Combination of care coordination/ health counseling, group facilitation, health advocacy, life skills and coaching is required.
- Experience in healthcare or health care coordination.
- Working knowledge of community health resources.
- Experience in Aboriginal culture and traditions.
- Strong written and verbal communication skills.
- Self-starter and comfortable working in a team environment, but able to perform independently.
- Experience or knowledge of Aboriginal program development, particularly in an urban environment.
- Experience or knowledge of the Truth and Reconciliation Calls to Action and the importance of healing for our community through our culture, traditions and teachings.
- Respects and values equity, inclusiveness and diversity of communities and individuals.
- Ability to work in an ethically accountable manner and to promote cultural inclusion.
- Passionate about providing programming that will enhance the lives of our community, promote healing of our community and provide teaching, maintenance and preservation of our community.

Position 5: Women's Health and Well-Being/Youth Programming

About the Position

Research demonstrates a disproportionately high number of women and children within the urban Indigenous community. The challenges associated with this population including access to early childhood education, childcare, parent education, violence and violent environments and a lack of connection to the Indigenous culture will be repaired through the programming and services offered by the community collective resource.

Responsibilities

- Liaison with partnering organizations including Awo Taan Healing Lodge Society, and existing AFCC resources to create comprehensive programming and resources for women and youth.
- Develop and deliver programming for women and youth that include traditional Aboriginal culture and teachings, including early childhood education, parent education, and violence prevention.
- Identify clients' needs and refer clients to appropriate community partners, programming and resources.
- Update and maintain confidential and complete client records, according to municipal, provincial and federal standards.
- Supervise and coordinate women and youth events, scheduling and measurement.
- Coordinate and deliver women and youth services that are rooted in Aboriginal experiences.
- Develop and deliver women and youth workshops and educational opportunities.
- Create and distribute informative resources for women and youth programming (education materials, exhibits, registration forms, website content, social media content).
- Report directly to the Executive Directory and provide monthly progress reports.
- Provide supervision, guidance and mentorship to other employees and volunteers in the program.
- Model traditional Aboriginal teachings and culture through relationships, community building, teaching within the AFCC community.
- Create on-boarding materials for volunteers and other staff.
- Handle the day-to-day operation of the program.
- Collaborate with other programs within the AFCC and our community partners to invite and encourage community members to join the program.
- Represent the AFCC, its vision and the program with other community organizations and partners.

Qualifications

- Degree/diploma in Human Services, Education, Social Work, Health Services or related field or equivalencies.
- Combination of educational program development/ counseling, group facilitation, women and children services, violence prevention, life skills and coaching is required.
- Experience in social work or care/case coordination.
- Working knowledge of community resources for women and children.
- Experience working with women and children living in or leaving violent environments.
- Experience in Aboriginal culture and traditions.
- Strong written and verbal communication skills.
- Self-starter and comfortable working in a team environment, but able to perform independently.
- Experience or knowledge of Aboriginal program development, particularly in an urban environment.
- Experience or knowledge of the Truth and Reconciliation Calls to Action and the importance of healing for our community through our culture, traditions and teachings.
- Respects and values equity, inclusiveness and diversity of communities and individuals.
- Ability to work in an ethically accountable manner and to promote cultural inclusion.
- Passionate about providing programming that will enhance the lives of our community, promote healing of our community and provide teaching, maintenance and preservation of our community.

Position 6: Crime Prevention and Community Reintegration Program

About the Position

Influenced by the Siimohksin: Wahkotiwin, the proposed crime prevention and community reintegration program provides services and resources to prevent crime and provide community members returning the community reintegration resources. Siimohksin: Wahkotiwin approach is positioned on the cultural principles of discipline, responsibility, respect, accountability, and is made actionable by a strong oral process. Traditional knowledge and worldviews are embedded within oral practice (process). The crime prevention and community reintegration program uses this framework to create programming, services and resources to effectively enhance crime prevention and successful reintegration into the community

Responsibilities

- Liaison with partnering organizations, Elders and existing AFCC resources to create comprehensive programming and resources for the crime prevention program.
- Work with clients to identify goals for crime prevention using the Siimohksin: Wahkotiwin approach.
- Develop and deliver programming for men that include traditional Aboriginal culture and teachings to prevent violence and crime through the oral process.
- Identify clients' needs and refer clients to appropriate community partners, programming and resources.
- Update and maintain confidential and complete client records, according to municipal, provincial and federal standards.
- Supervise and coordinate crime prevention events, scheduling and measurement.
- Coordinate and deliver crime prevention programs and resources that are rooted in Aboriginal experiences.
- Develop and deliver crime prevention workshops and educational opportunities rooted in the Siimohksin: Wahkotiwin approach.

- Create and distribute informative resources for crime prevention programming (education materials, exhibits, registration forms, website content, social media content).
- Report directly to the Executive Director and provide monthly progress reports.
- Provide supervision, guidance and mentorship to other employees and volunteers in the program.
- Model traditional Aboriginal teachings and culture through relationships, community building, teaching within the AFCC community.
- Create on-boarding materials for volunteers and other staff.
- Handle the day-to-day operation of the program.
- Collaborate with other programs within the AFCC and our community partners to invite and encourage community members to join the program.
- Represent the AFCC, its vision and the program with other community organizations and partners.

Qualifications

- Degree/diploma in Human Services, Criminal Justice, Social Work, or related field or equivalencies.
- Combination of crime prevention program development/ counseling, group facilitation, violence prevention, life skills and coaching is required.
- Experience in crime prevention programming, social work or care/case coordination.
- Working knowledge of community resources for offenders re-integrating into society and/or other community resources.
- Experience working with clients with a history of criminal offense and/or violence.
- Experience in Aboriginal culture and traditions.
- Strong written and verbal communication skills.
- Self-starter and comfortable working in a team environment, but able to perform independently.
- Experience or knowledge of Aboriginal program development, particularly in an urban environment.
- Experience or knowledge of the Truth and Reconciliation Calls to Action and the importance of healing for our community through our culture, traditions and teachings.
- Respects and values equity, inclusiveness and diversity of communities and individuals.
- Ability to work in an ethically accountable manner and to promote cultural inclusion.
- Passionate about providing programming that will enhance the lives of our community, promote healing of our community and provide teaching, maintenance and preservation of our community.

To be considered you **MUST** indicate which position you are applying for either in your cover letter or resume.

We thank all those who apply but only candidates chosen for interviews will be contacted. All positions will be at the Indigenous Hub (316-7ave SE). These positions are funded until March 31, 2019 and may be extended if funding permits.