



DESCRIPTION OF DUTIES

Title: National Indigenous Cultural Training Facilitator

Job Description: The National Indigenous Cultural Training Facilitator will be responsible for delivery of Indigenous training and skills development workshops. The Facilitator will lead the development of content, a curriculum, and overall delivery of the training programs across Canada.

Primary Responsibilities:

Facilitation:

- Manage and implement Indigenous engagement workshops/sessions that form the basis of program activities and content.
- Facilitate workshops with Indigenous Peoples on a wide variety of topics in a culturally appropriate manner.
- Lead other team members on Indigenous engagement workshops.
- Assist in development and adaptation of curriculum, schedule, and program development for an adult learning environment with clear learning objectives and organized documentation.
- Facilitate workshops in a manner conducive to participant motivation.
- Record and report on attendance for all sessions with supporting documents.

General:

- Follow the principles of reconciliation when leading work and values of reciprocity, integrity, trust and respect.
- Knowledge of legislation and regulations related to Indigenous persons, including residential schools, the 60's scoop, child and family welfare system; knowledge of indigenous cultures, services, ways of holism and recovery.
- Maintain and hold ethical space, when working in diverse groups.

General Responsibilities:

- Abide by the policies of MCSCS as they exist or are developed.
- Familiarize self with scope and content of programs and services provided by Society.
- Maintain ethics and professionalism in delivery of service and in dealing with all participants and staff.
- Work collaboratively and proactively.
- Maintain a good working knowledge of community resources.
- Remain flexible and adapt to change.
- Provide constructive feedback to management about program content and systems.
- Maintain client confidentiality and documentation in accordance with privacy laws.
- Attend staff meetings.



Qualifications:

- Due to the type of role, Indigenous lived experience is strongly preferred.
- Demonstrated experience in planning, organizing, and conducting Indigenous engagement activities.
- Experience with facilitation techniques that are culturally appropriate and culturally safe.
- Experience communicating about, and collaborating regarding impact, and content with Indigenous Peoples.
- Expert communication skills.
- High level of computer skills to include: MS Office Suite, internet research and troubleshooting.
- Excellent research skills – both electronically and other.
- Exceptional interpersonal skills and effective advising, motivational and positive reinforcement skills.
- Ability to work in an informal or classroom environment supporting participants according to their needs.

Submit resume to:

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