



Job Title: Cultural Knowledge Keeper/Elder

Position Summary

The Cultural Knowledge Keeper/Elder provides overall guidance and direction in regard to the process and progress of all cultural and traditional activities and events for the Tenants and staff of Ambrose Place. The knowledge keeper will assist participants to re-connect to their traditional community, family and cultural identity through, teaching, ceremonies, gathering, events, singing, dancing. The knowledge keeper works to enhance long term connections to one's culture, identity and wakotawin.

Key Responsibilities

Program Delivery:

- To guide the spiritual health of tenants and staff
- Assist participants with community integration, life skill developments, ceremonial interaction and cultural pride
- Work with individuals as well as groups
- Offer ceremony prayer and song
- Assist, Coordinate or engage residents with ceremonies and activities
- Plan and arrange outings both contemporary and traditional Indigenous events
- Involved in the majority of the circle processes
- Complete Elder review forms with long term tenants
- Assist staff in goal setting with tenants
- Ensure tobacco and prints are available
- All other duties as assigned

Operational:

- Maintain accurate mileage and expense logs for reimbursement
- Arrange for transportation of tenants if needed
- Design ongoing culture-related activities that residents can participate in
- Host off site Elders

General and Administrative:

- Maintain accurate electronic case notes, computer records, program information, and critical incident reports in a timely fashion
- Advise Management in planning sessions
- Add accurate notes to the log book and Resident uware file for each Individual attending events,
- Participate in probationary evaluations and annual performance review.
- Attend scheduled staff and supervision meetings
- Perform other duties as required

Qualifications:

- Recognized in the Aboriginal community as a cultural support
- Strong written and verbal communication and interpersonal skills, result oriented, good time management, strong organizational and problem-solving skills
- Good working knowledge of Microsoft Word and Excel programs
- Familiarity with issues of poverty, homelessness and Edmonton's urban core
- Familiarity working with high risk populations and an understanding of Indigenous cultures, history and current issues
- Ability to speak Cree, Blackfoot or Dene a definite asset

Conditions of Work:

- Some evening and weekend work required
- Operation of personal vehicle with required insurance

Benefits:

- Health Benefits: Access to health insurance coverage, including medical, dental, and vision plans
- Indigenous Cultural Awareness: Access to ongoing cultural supports and paid ceremonial leave
- Meaningful Work: The satisfaction of making a positive impact on Indigenous communities by addressing the housing needs of Indigenous populations and working towards social justice.
- Collaborative Environment: The opportunity to work closely with diverse stakeholders, including Indigenous leaders, government officials, community members, and other professionals committed to Indigenous housing, fostering collaborative relationships and collective problem-solving.
- Community Engagement: The ability to engage directly with Indigenous communities, build relationships, and witness the positive outcomes of the agency's housing programs and initiatives.