

Cultural Coordinator – Fetal Alcohol Spectrum Disorder (FASD) Permanent Supportive Housing Program

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. For more information, please visit www.bissellcentre.org

Currently, Bissell Centre is looking for the right individual to fill the position of **Cultural Coordinator**. The Cultural Coordinator works directly with adults who are living with Fetal Alcohol Spectrum Disorder (FASD) to support home stability and goal achievement through a client centered approach and wrap around services. The Cultural Coordinator will act as a broker between the tenants and resources to enhance the tenant's self-reliance within their home and community. The Cultural Coordinator will also provide guidance and support to enhance and develop programming that is inclusive to any interested participants. The Cultural Coordinator will be based in-house, but will also work and represent Bissell Centre out in the community. They will be considered as an employee of the agency and therefore subject to the policies and workplace standards in place for employees.

Individuals must have the ability to respond quickly to individuals in crisis.

Specific responsibilities of the position include:

Program Delivery

- Help with building connections within the cultural community
- Help to break down stigma and systemic barriers and provide support and guidance on culturally appropriate services and programs
- Provide a positive, culturally relevant experience for residents, who reside in the building, seeking support and spiritual guidance
- Providing individual and group support services as well as workshop development and facilitation

General and Administrative

- Maintain accurate written case file notes, computer records, update program databases (ETO), program information, and critical incident reports within established time standards
- Provide latest program information and updated statistics as required
- Maintain and submit accurate mileage and expense logs for reimbursement
- Participate in probationary and annual performance reviews
- Attend scheduled staff and supervision meetings
- Complete WCB forms as required
- Perform other duties as required

Qualifications

Education and Experience

- Candidate is recognized and respected by his/her own community for such attributes as having knowledge of their traditional teachings and carry themselves according to those teachings.
- Extensive knowledge of the history and culture of the Indigenous peoples
- Knowledge of agencies, programs and supports for the Indigenous community
- Proven success working within a team of both Indigenous and Non-Indigenous members.
- Familiarity working with high risk populations which include but not limited to issues of poverty, homelessness, addictions and mental health concerns
- Alberta Class 5 License, satisfactory driver's abstract and a vehicle
- Experience with case management software is a considerable asset

Knowledge, Skills and Abilities

- Strong written and verbal communication and interpersonal skills, result oriented, good time management, strong organizational, problem-solving and advocacy skills
- Good working knowledge of Microsoft Word and Excel programs
- Providing individual and group support services as well as workshop development and facilitation
- Having the ability to support people and/or coordinate support in a variety of diverse cultures and supports

Conditions of Work

- Operation of personal vehicle with required insurance
- Some early morning, evening and weekend work may be required as caseload coverage is participant centered
- Criminal Record Check
- CWIS Check
- Valid driver's license and proof of \$1 million PLPD insurance

Interested candidates are invited to submit their resume and cover letter by **November 13, 2016** to:

Ashley Baxter

Program Manager

Bissell Centre

10527 - 96 Street

Edmonton, AB T5H 2H6

E-mail: abaxter@bissellcentre.org

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