



## TREATY 8 POLYTECHNIC

### JOB DESCRIPTION

**Position Title:** Treaty 8 Polytechnic Outreach Cultural Worker

**Supervisor:** Treaty 8 Polytechnic Outreach Manager

**Department:** Treaty 8 Polytechnic Outreach

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#### **SUMMARY:**

Reporting to the Treaty 8 Polytechnic Outreach Manager, the Treaty 8 Polytechnic Outreach Cultural Worker serves as an important role in the delivery of Treaty 8 Polytechnic Outreach Program. The Treaty 8 Polytechnic Outreach Worker will work alongside the Treaty 8 Polytechnic team, leadership, Elders and community technicians to oversee the planning, coordination, and delivery of the core outreach planning and programming for the Indigenous homeless population in the city of Edmonton.

This position requires effective working relationships with colleagues, Elders, communities, Indigenous communities, partners, and stakeholders.

#### **RESPONSIBILITIES:**

- Connect and build rapport with vulnerable residents of Edmonton who are experiencing unsheltered homelessness or have recently been housed
- Provide support to the Indigenous Homeless Population on street visits, group programming and case management
- Participate in the development of yearly work plan.
- Attend inter-agency meeting(s) with the Indigenous communities of Edmonton and City of Edmonton
- Coordinates with internal and external department referrals.
- Support participants with access to Indigenous elders, communities, culture, and ceremony
- Assist Elders to provide ceremonial teachings and participate as helper (oskapios)
- Provide land-based teachings and experiences for participants as appropriate.
- Support participants with career /academic planning.

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- Assist participants to obtain resources such as government identification, regular income, health supports etc.
- Support participants to select courses (to ensure they have enough credits to graduate) and to help develop an academic portfolio
- Support school/community organize education activities/events (ex: career days)
- Support participants apply for colleges/universities
- Provide first nation, colleges, universities resources for participants
  - Application deadlines
  - Open houses
  - Prerequisites
  - Tours
- Mentor participants in positive choices
- Attend/participate in T8 Polytechnic staff meetings when time and schedule permits
- Submit weekly reports.
- Referrals to secondary services ex: Pediatric OT, speech, school psychologist, NADAP and etc.
- Perform other related duties incidental to the work when asked.

#### **COMPETENCY REQUIREMENTS:**

- Fostering Teamwork - Fosters effective relationships within the community
- Collaboration - Ability to collaborate and influence at all levels in order to successfully action the organizational and community agenda.
- Relationship Building - Able to establish and maintain constructive relationships built upon trust. Works to find common ground and mutually beneficial solutions.
- Communication - Is proficient in a variety of communication styles and uses the appropriate style that suits the message and the audience.
- Diplomacy / Tact - Demonstrates tact and diplomacy in dealing with others.
- Action Oriented - High level of self-motivation and initiative with the ability to work well under pressure.
- Time Management - operate under pressure and meet deadlines with a demonstrated ability to accept responsibility and to be accountable.
- Priority Setting - Ability to efficiently prioritizes activities, establish appropriate courses of action, and monitor progress.
- Quality of Work - Detail-oriented
- Accountability - Fully commits to agreed-upon plans and strategies and takes action to achieve them.

**QUALIFICATIONS:**

- Direct experience working with Indigenous communities in the area of cultural health/mental health services management and/or emergency services is considered a strong asset.
- A university degree or diploma in Health Sciences, Emergency Management, Technical Services, or a related field would be considered an asset, or an acceptable combination of education, training, and experience.
- Possess knowledge and understanding of our lands, our people, our culture and our philosophies, and our socio-economic issues.
- Experience with Indigenous culture, traditions, and protocol.
- Knowledge of Indigenous communities
- Proven experience in building working relationships with Indigenous communities and partners.
- Proficiency in Microsoft Office applications (Word, Outlook, Excel, Power Point and Outlook).

**OTHER REQUIREMENTS:**

- Possess valid class 4 AB driver's license and own or access to a vehicle.
- Willingness and ability to travel extensively within Edmonton and other destinations when required.
- Willing to work flexible schedule. Combination of working remotely, in-office, and at community locations.
- Willingness and ability to work after hours and/or weekends when required.
- Willingness to submit to oath of confidentiality.
- Must provide and possess a clear criminal record vulnerable sector check.
- Ability to speak and/or understand the Cree language (or another applicable First Nation language) would be beneficial.

**WORKING CONDITIONS:**

- Works in an office environment and requires working productively in an open office setting.
- Working in front of a computer for a portion of shift.
- Working outside in the elements

**PHYSICAL REQUIREMENTS:**

- Standing, walking, and speaking for long periods of time.
- Typing, pushing, or applying pressure to an object with fingers and palm.
- Listening, interacting in person, using a computer screen.

**EMPLOYEE ACKNOWLEDGEMENT**

I have received, reviewed, and understand the required job responsibilities, competencies, qualifications, and other requirements as specified in this Job Description. I further understand that I am responsible for the satisfactory execution of the requirements described therein.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Job Description APPROVED by the Board of Governors– Treaty 8 Polytechnic**

\_\_\_\_\_  
**Date**

*Treaty 8 Polytechnic Outreach Worker  
Current Revision: August 2024*

**Next review date for Job Description: Date of Review**