

Who are we

Knowles Centre is a community-based, non-profit social service agency for children, adolescents and young adults facing difficult times in their lives. It began as a home for boys in 1907 and today provides a range of therapeutic and skills-based programs to young people from Manitoba and other communities throughout Canada.

Knowles Centre is made up of a team of 130 full-time, part-time and casual employees. Each day we strive to help young people and their families address past struggles, develop healthier relationships and ways of life, and reach their full potential in the future.

We do this by providing the following programs:

- Healing Homes
- Treatment Foster Care
- SAIL Program
- Day Treatment
- Sexual Abuse Treatment
- Moving Forward Counselling

In addition, we offer or arrange support services that complement our core programs, including:

- *Biimautaziwin* Aboriginal Cultural Program
- Recreation Program
- Camp & Outdoor Education Program
- Access to psychiatric consultation
- Program partnerships with River East Transcona School Division

Knowles Centre is a registered, non-profit, charitable organization governed by an elected Board of Directors.

We are hiring! Indigenous Cultural Program Coordinator

POSITION SUMMARY: Provides guidance and mentorship to ensure Indigenous spirituality and cultural identity are integral aspects of treatment for youth at Knowles Centre. The Cultural Program Coordinator is responsible for carrying out this mission through traditional ceremonies, land based teachings, mentoring, teaching groups, individual visits, consultation and collaboration with Knowles Centre Inc., John G. Stewart School, and other individuals or organizations.

QUALIFICATIONS:

- Minimum 5 years specialized training and experience in mentoring and education in Indigenous teachings, culture, history and the mentoring of same.
- Minimum of 5 years experience working with Indigenous communities.
- Post-secondary education in a relevant field; or a combination of training and experience.
- Valid Class 5 Drivers License is required, access to a reliable vehicle is an asset
- Ability to engage with children, youth and families is essential.
- Ability to speak an Indigenous language considered an asset
- Experience in providing services to at risk Indigenous children and youth and families
- Recognition by the Indigenous community and ability to demonstrate learnings from own experiences and teachings received.
- Effectively demonstrates and shares knowledge.
- Comfortable working in a structured environment but also demonstrates flexibility.
- Strong leadership and communication skills.
- Ability to oversee a program and work within a budget.
- Excellent organizational skills and ability to set priorities and take initiative.
- Ability to build effective work relationships and partnerships with external individuals and organizations.
- Competence working with computers an asset.

DUTIES AND RESPONSIBILITIES: The Indigenous Cultural Program Coordinator is responsible for the development and implementation of the Cultural Program for youth who receive treatment and service from Knowles Centre Inc. This individual is also to be available to Knowles Centre staff for consultation and guidance regarding questions related to Indigenous traditions and ceremonies.

Key activities include but are not limited to:

- Initiate, direct, and co-ordinate cultural services and ceremonies
- Provide mentoring, advice and other services to individuals and groups within the client population
- Develop, plan and follow through with an annual and monthly calendar of events and activities that may include but are not limited to:
 1. Monthly Full Moon Ceremonies
 2. Facilitate and plan bi weekly Sweatlodge ceremonies
 3. Seasonal feasts and celebrations
 4. Drum group on a weekly basis
 5. Indigenous Teachings weekly at the school and on a rotation basis at each unit/group home
 6. Ceremonies
 7. Create and help facilitate a youth advisory group
 8. Plan and facilitate awareness trainings for staff at Knowles Centre Inc.
- Maintain statistics on client participation and make recommendations for programming and or scheduling if participation of said client should decrease or cease all together.
- Responsible for purchases, maintenance, usage and storage for all equipment and supplies used in land based education.
- Participate in camp at Big Whiteshell, MB and lead land based teachings.

OTHER REQUIREMENTS:

- Satisfactory Criminal Record Check, a clear Child Abuse Registry Check with an acceptable Prior Contact check
- Emergency First Aid and CPR
- Drivers abstract
- Manitoba Driver's License
- Remain current with trends, programs, and participate in related courses, workshops and seminars. Ongoing training opportunities will be provided

Knowles Centre is committed to providing a safe environment for children and youth. All applicants will be thoroughly screened using background checks and review process.

Salary: \$25.00 per hour

Schedule: Flexible (varying between 16-40 hours per week).

Tentative Start Date: March 27, 2023

Posting Date: March 2, 2023

All applicants are required to submit their résumé and cover letter, as well as complete an [employment application](#) (available on our website) to:

Send resume with cover letter by: 4 pm, March 16, 2023 to:
Director of Group Care, Lesley Gosselin
Email: lgosselin@knowlescentre.org

No phone inquiries please

Knowles Centre is committed to diversity and inclusivity in the workplace. We are a friendly organization that welcomes applications from all individuals who share our values of maintaining a respectful environment for all.

We thank all who apply; however only those applicants selected for an interview will be contacted.

Knowles Centre acknowledges that we are gathered on Treaty 1 territory, the traditional territory of Anishinaabe, Cree, Oji-Cree, Dakota, and Dene People, and the homeland of the Métis Nation. With the spirit of reconciliation and decolonization, we seek to understand our place in history, and build alliances with Indigenous communities through education and collaboration.