



Cultural Training Coordinator 110-24-1
Human Resources, Core Services
Part Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **August 7, 2024**, for the **Cultural Training Coordinator** with Human Resources, Core Services. The Six Nations of the Grand River Application for Employment Form, Job Posting, and Job Description are available for printing from the www.greatsn.com website. Online applications are accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED.**

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The **Cultural Training Coordinator** reports to and works under the direction and supervision of the Training & Development Manager

Cultural Training Coordinator is primarily responsible for the training rollout plan and scheduling of the trainers, employees & supports for the Cultural Safety for Six Nations (CSSN) training, with support for other targeted culturally based training that is being developed and earmarked for SNGR employees.

This position models, champions and reinforces Six Nations of the Grand River's vision, mission and values through the implementation of specific targeted cultural training and development initiatives for new and existing employees.

Type	Part Time Contract
Closing Date	August 7, 2024
Hours of Work	24 hours/week
Wage	\$31.44/hour

***A competitive compensation package will be offered commensurate with qualifications. ***

BASIC QUALIFICATIONS:

- Post- Secondary Degree/Diploma in Education, Indigenous Studies, Human Resources, Business or any other relevant field or equivalency may also be considered.
- Three (3) years of current work-related experience in adult instructional design, delivery and/or education or related experience

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

- Must provide a current acceptable police record check

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which includes:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance, please reach out to Lesleigh Rusnak, HR Business Partner at 519-445-2223 ext. 4343 or via email at HRBP1@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in, and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Cultural Training Coordinator – 110-24-1 – Contract (Part Time)

c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0



POSITION DESCRIPTION

POSITION TITLE: Cultural Training Coordinator

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Training & Development Manager

PURPOSE & SCOPE OF THE POSITION:

Cultural Training Coordinator is primarily responsible for the training rollout plan and scheduling of the trainers, employees & supports for the Cultural Safety for Six Nations (CSSN) training, with support for other targeted culturally based training that is being developed and earmarked for SNGR employees.

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KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions

- Coordinate the Cultural Training for Six Nations employees including implementing and maintaining a schedule; class size; communicating the training; securing training space & caterers, set up and take down the training room; coordinating the use of equipment and materials
- Schedule and coordinate the trainers from the lists provided while working around their existing schedules
- Schedule and coordinate emotional and cultural supports required in conjunction with the training
- Distribute and collect in an anonymous manner, the Training Evaluation Feedback forms while in-session
- Note and gather anecdotal training needs notes and report back in a timely manner as changes occur
- Assist with the design, embellishment and development of training materials and training certificates, including their preparation and distribution
- Liaise with the Training & Development/Onboarding Coordinator for the inclusion of scheduled training into the monthly release of the training calendar
- Coordinate with third party providers to meet required training needs
- Provide training support, timely problem solving and encouragement as required
- Apply consultative approach when assisting with training needs, support best practices, accountability and quality improvement

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- Supports traditional openings/ closings for cultural activities as required

2. Administrative Functions

- Manage administration of scheduling, including order placements, vendor monitoring, mileage tracking and RSVP tracking
- Create a list of training materials, resources and cultural contacts that are culturally-specific
- Work closely with the Human Resources Business Partners (HRBPs), the Training & Development/Onboarding Coordinator, and direct Supervisors/Managers of employees, to plan for new and existing employees to attend the required cultural training
- Track and report training attendance through monthly statistics reporting
- Accurately provide and assist with the input and archiving of training records for personnel files

3. Communications Functions

- Compose correspondence, and updates and manage communications with attendees, trainers, and client stakeholders.
- Direct ongoing communication to new and existing employees, providing information and mentorship in a culturally relevant manner consistent with the diverse values of Six Nations Community, and shared values that may be common to a variety of Indigenous peoples
- Communicate with special attention to, and understanding of the diverse cultural make-up of Six Nations of the Grand River Elected Council employees
- Communicate with all Six Nations of the Grand River Elected Council departments and respond efficiently and professionally to inquiries and provide appropriate information as it relates to the Cultural Training
- Handle email and telephone inquiries in a courteous, pleasant and professional manner with sensitivity, flexibility and understanding

4. Other Functions

- Maintain a safe and healthy training environment by following Six Nations of the Grand River Elected Council policies, procedures and legislation
- Acts in a professionally appropriate manner both when working and not working, and is a positive role model for clients and staff
- Completes relevant forms, reports and documents as required
- Performs other related duties as deemed necessary by the Manager of Training & Development or the Director of Human Resources
- Attend and participate in Human Resources Staff Meetings and other committee meetings as required

WORKING CONDITIONS:

- Work has a high public profile, extensive public contact and is subject to deadlines and interruptions
- Must be willing to work flexible hours onsite, from home and in office
- Work requires the ability to work independently and with competence in diverse areas; requires extensive interactions with employees of all ages, cultures and abilities

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- Work requires the ability to prioritize tasks, work independently with minimal functional supervision, and cope with many demands and time constraints

WORKING RELATIONSHIPS:

With the Manager of Training & Development:

Receives direction, guidance and encouragement, discusses plans and priorities. Obtains direction when unclear of procedure.

With the Director of Human Resources:

Receives direction, guidance and encouragement, discusses plans and priorities as required.

With Other Staff:

Works cooperatively and courteously with all staff; is a team player, provides coordination, information and assistance

With the Public

Represents and promotes the best interest of Six Nations of the Grand River Elected Council; works in a courteous, cooperative, positive and proactive manner; provides information and advice.

With External Agencies/Organizations/Businesses/Vendors

Promotes Six Nations of the Grand River in a positive and professional manner; interacts cooperatively and courteously

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- Post- Secondary Degree/Diploma in Education, Indigenous Studies, Human Resources, Business or any other relevant field or equivalency may also be considered.
- Three (3) years of current work-related experience in adult instructional design, delivery and/or education or related experience
- Must provide a current acceptable police record check

Other Related Skills:

- Experience in special event planning or related
- Awareness of cultural safety, client safety, and staff safety is an asset
- Effective communication skills – written and verbal
- Comfort in providing information to staff on Cultural Training
- Strong knowledge of Six Nations Community resources, peoples and barriers
- Human Resources Professional designation (CHRP) or training designation (CTDP/CTP, RPT, CPLP, CPTM) would be an asset
- Certificate in Adult Education is preferred

IMPACT OF ERROR:

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Errors in judgement and in the conduct of duties may lead to lost credibility, poor public relations, misinformation and embarrassment. Errors could result in loss of public confidence and credibility, unnecessary conflict leading to lack of trust for Six Nations of the Grand River Elected Council and Administration.

CONTROL:

Guiding principles set by the Human Resources Department and Six Nations of the Grand River Elected Council. Must work within the policies and procedures established by the Six Nations of the Grand River Elected Council.

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