JOB DESCRIPTION

POSITION: Cultural Engagement Specialist

LOCATION: Red Cliff Child Care Center

WAGE: $18.00/hour; 40 hours/week, Plus Benefits

SUPERVISOR: Project LAUNCH Director

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

This is a grant funded position and will be funding through August 30, 2024.

JOB SUMMARY: The Cultural Engagement Specialist will work alongside Giwiidosendimin Project LAUNCH and Zaagichigaazowin Home Visiting Program to provide Traditional Teachings and activities specific to Ojibwe Culture and Language.

DUTIES AND RESPONSIBILITIES:
1. Assist and/or teach Home Visitors/Doulas the relevant ceremonies for pregnancy, birth, and the post-partum period.
2. Use Ojibwemowin and the seven teachings to adapt evidence-based curriculum: after gaining permission.
3. Co-create with the Doula’s a culturally based pregnancy calendar/timeline with Ojibwe traditions, ceremonies, and teachings in relation to the prenatal and postpartum time periods.
4. Assist LAUNCH staff to provide cultural activities for parents and children such as, making asemaa, use/collection of traditional medicines, storytelling, ribbon skirt/shirt making, full moon ceremonies, moccasin making, etc.
5. Present a professional, caring image for the Red Cliff Tribe and its programs.
6. Demonstrate tact, courtesy, and respect in communication and interaction with clients, visitors, and staff and with outside agencies and programs.
7. Promote a working environment noted for effective cooperation and collaboration between programs, services, and co-workers.
8. Plan, coordinate, and lead cultural and educational events for community.
9. Maintain a clean and safe physical environment.

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10. Attend staff and other meetings, in-services, and other events as directed by supervisor.
11. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

KNOWLEDGE:
1. Ability to positively connect with families and develop trusting relationships to provide services and service coordination without judgement.
2. Willingness to encourage and teach staff how to incorporate Ojibwe teachings and traditions into home visiting and birth settings when requested by families.
3. Excellent organizational skills and attention to detail.
4. Strong knowledge of Microsoft Word, Excel, and Publisher programs.
5. Ability to manage and establish clear priorities for multiple projects under deadline pressure.
6. Ability to plan, coordinate, and lead cultural events for community members, other tribal programs, families, and children.

QUALIFICATIONS:
1. Minimum of high school diploma, HSED or GED required.
2. Three (3) years of experience working in a Tribal Community in a capacity as a traditional cultural liaison, required. Please provide details of specific projects and timeframes of cultural work.
3. Ability to maintain confidentiality.
4. Demonstrated flexibility to work on an interdisciplinary team.
5. This position must possess and maintain a current, valid driver’s license, vehicle, and appropriate vehicle coverage as a condition of employment. Be eligible to be put on the Tribe’s vehicle insurance policy.

PERSONAL CONTACTS: Considerable daily contact will be made with the public, Program Directors and staff, consultant(s), and the Tribal Community.

PHYSICAL REQUIREMENTS: The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed in overhead storage or shelving.

WORK ENVIRONMENT: All Tribal Buildings are smoke free.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers

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and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the name or image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer’s discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:
1. Completed Tribal Application, to include work history and references, available on the Tribal website.
2. Tribal Background Investigation Disclosure; available on the Tribal website.
3. Consent to Release Liability and Reference Information Form; available on the Tribal website.
4. Resume, required, cover letter, optional.
5. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: June 17, 2022
DEADLINE: Open Until Filled

FOR FURTHER INFORMATION CONTACT:
Red Cliff Band of Lake Superior Chippewa
Human Resources Department
88455 Pike Road
Bayfield, WI 54814
www.redcliff-nsn.gov
hr@redcliff-nsn.gov
(715)779-3700

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

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