



Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

INTERNAL-EXTERNAL JOB POSTING

Job Title:	Cultural Support Worker (Language)	Posting #:	32-2021
Service Unit:	Land Resources & Treaty Rights	Level:	G3-L2-C3
Location:	Office at 2028 Kennay Yah Road	FTE:	1.0
Supervisor:	Lands Culture Coordinator	Rate:	\$23.73 per hour
Key Areas:	Research, Documentation, Engagement, Planning	First Posted:	24-06-2021
Effective Date:	Immediate – March 31, 2022, possible extension	Closes:	When filled.

SUMMARY / SCOPE

This is a temporary full-time job (35 hours per week), immediate upon hire and with the term ending on March 31, 2022. Funding for this job has been secured through the First Peoples Cultural Council, Pathways to Language Vitality Program, and is supported by the Department of Canadian Heritage, and the Province of British Columbia through the Ministry of Indigenous Relations and Reconciliation.

Under the direction of the Lands Culture Coordinator the Cultural Support Worker (Language) is responsible to assist with the Dene K'e language revitalization project. Work on this project will include language resource development, exploring language technology, recording and/or documentation of language. This project is designed to set up our next generation of speakers with materials and tools they need in the future to have success revitalizing our language. This year will build upon the First Voices archive and also the online Dene K'e language lessons that have been held. The Cultural Support Worker (Language) will assist with planning, scheduling, and communicating with language speakers, Elders, traditional knowledge keepers, and other similar stakeholders. Additional work objectives include monitoring and tracking costs for the associated budget, and tracking data, information and statistics and preparing written reports (interim and final report), and will track progress and address challenges that may arise.. This employee works as an integral part of the FNFN Lands team to perform knowledge integration and research services and data collection and entry and will provide language support to the FNFN Lands team and language speakers as they record, translate, and upload words, phrases, stories and songs. The Cultural Support Worker (Language) will also provide general related support to the FNFN Lands staff, as needed. This employee utilizes various equipment for data collection, including electronic data management systems, video recorder, camera, and field notes; collected data is then collated and entered into a central database. This employee is responsible to liaise with community and department staff. This employee supports FNFN operational language initiatives and cultural restoration activities, and as such this employee may from time to time perform other related tasks and assist with cultural events that the FNFN Lands department is involved in. Other related duties as required.

Candidate Profile:

The Cultural Support Worker (Language) has a positive and diplomatic personality with strong attention to detail, and may have spoken fluency in the Dene (a.k.a 'Slavey') language which is considered an asset for this role, and this includes reading, writing, and speaking – an individual with understanding of the language (but lacking proficiency) may also be considered. The Cultural Support Worker (Language) is comfortable working with office staff and community members. This employee is willing to communicate with Elders and other fluent language speakers and may be able to translate words and phrases from Dene into English. This employee will be required to be diplomatic in their interactions with multiple professionals. The successful candidate is able to work independently while positively contributing to a teamwork environment, and will ensure compliance with all safety programs implemented by FNFN.

COMPETENCIES

- Dene Language Fluency/Culture (asset)
- Listening, Understanding and Responding
- Teamwork and Cooperation
- Responsible and Reliable
- Information seeking and communication
- Relationship Building/Engagement/Outreach
- Computer and Data Entry
- Budget tracking

MINIMUM QUALIFICATIONS

- Mature individual with some demonstrated Dene Language fluency (speaking, reading, writing)
- Proficient computer skills and able to use MS Office Suite and internet applications



Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

INTERNAL-EXTERNAL JOB POSTING

- Experience monitoring and tracking costs and budgets
- Good interpersonal skills and ability to interact well with employees and the public
- Respectful demeanor and good oral and written communication skills (Dene and English; written and oral); ability to listen, understand, and ask questions for clarification
- Good language documentation skills
- Experience with filing systems and record keeping
- No barriers to working with any member of the community and their family representative(s)
- Compliance with BC Immunization program, and COVID-19 Vaccines.
- Successful completion of a Police Information Check.
- Valid Class 5 Driver's license.
- Successful drivers factor report/abstract.

ADDITIONAL ASSETS

The following are considered assets:

- Knowledge of FNFN history and traditional territory land features
- Google™ drive, calendar, forms and other Google™ products

WORK CONDITIONS

- Ability to lift up to 10 lbs. boxes, file-boxes, and equipment.
- Intermittent physical activity including bending, stooping, stretching, squatting, pushing, pulling, walking, standing, sitting, and lifting.
- Interacts with employees, management staff, and community members.
- Manual dexterity required to use desktop computer and peripherals.
- Auditory concentration is required to listen attentively, to be alert and to obtain and interpret information correctly.
- A higher than normal level of attentiveness is required when assessing spoken language.
- Driving/Travel is a requirement, must be willing to drive to multi-sites, this may include travelling in winter road conditions for distances up to 50 kilometers
- Overtime as required and authorized by a supervisor.

APPLICATION INSTRUCTIONS

Closes: When filled. **Remuneration:** \$23.73 per hour. *Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to:

Human Resources, Recruitment
Fort Nelson First Nation
R.R. #1, Mile 295, Alaska Highway
Fort Nelson, B.C. V0C 1R0
E-mail: recruitment@fnnation.ca

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum qualifications will receive a response.

* Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.