



# Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

## CULTURAL HEALING COORDINATOR

### *Position Description*

**Opens: June 4, 2021**

**Closes: June 11, 2021**

<b>Department:</b>	Health and Human Services	<b>Reports to (title):</b>	Behavioral Health Practitioner
<b>Job Code:</b>	N-9	<b>Job Location:</b>	Bois Forte Human Services - Nett Lake, MN
<b>Pay Range:</b>	Negotiable	<b>Supervises:</b>	N/A
<b>Hours/week:</b>	40	<b>Classification:</b>	Non-exempt
<b>Type of Position:</b>	Full-Time	<b>Effective Date:</b>	05/25/2021
		<b>Revision Date:</b>	

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

The Cultural Healing Coordinator will establish and support the delivery of traditional healing services and cultural activities. This position will work to build and establish traditional culturally based healing that promotes the individual, family and community wellness through positive cultural activities. The Cultural Healing Coordinator will work with the Behavioral Health Practitioner to implement, carry out, and evaluate of the traditional healing grant activities and support the development of a sustainable cultural healing program at Bois Forte. Key activities include planning cultural trainings and activities within the Bois Forte Communities that foster the growth of healing through culture. The Cultural Healing Coordinator will carry out grant objectives and activities through building collaboration within and across Bois Forte departments as well as external programs, agencies, community elders and other key stakeholders to successfully implement a cultural healing programming.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Identify and coordinate resources to support a sound and culturally appropriate program.
2. Utilize Native American values and community needs to plan effective cultural healing activities.
3. Works closely with the Behavioral Health Practitioner and other various providers throughout the agency and community to enhance cultural programming.
4. Develop strategies and infrastructure to deliver culturally appropriate healing events.

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5. Plan, organize and coordinate and maintain cultural workshops, programming and activities, teachings, ceremonies and healing practices for clients and agency staff month in person and virtually.
6. Establish partnerships and agreements with cultural advisors, traditional healers, and elders that offer ceremonies and trainings.
7. Engage Native American community members and other key stakeholders to foster participation in traditional healing activities.
8. Support the development of a cultural framework and pathway to deliver cultural and traditional healing and culturally affirming evaluation framework.
9. Assist Behavioral Health Practitioner with collecting and drafting any required grant reporting.
10. Work collaboratively with community partners and other departments within the agency to support engagement in cultural activities.
11. Facilitate traditional activities and ceremonies that support cultural reclamation, identity formation, family reunification, prevention, and resilience.
12. Consult and engage with community Elders for guidance in development of cultural activities and program development.
13. Organize and host groups or apprenticeship activities that will allow elders to share knowledge with clients and other community members.
14. Provide opportunities for cultural and traditional knowledge, skills, abilities and wisdom to be shared.
15. Coordinate traditional ceremonies such as but not limited to naming, shaken tent, sweat lodge, wiping of the tears etc.
16. Develop resources and activities such as brochures or booklets to ensure retention and transfer of knowledge.
17. Develops and carries out innovative ways to engage clients and employees to take an active part in cultural community-based activities offered.
18. Adapt programming to fit current COVID-19 protocols.
19. Conduct inventory and purchase materials that are needed for necessary programming supplies and cultural activities planned.
20. Market and publicize scheduled ceremonies and events that will be offered, ensuring that clients and families are aware of cultural resources available.
21. Respond to referrals and coordinate cultural services to assist families via traditional healing methods.
22. Attends and participates in team meetings and appropriate training sessions.
23. Acts as a resource to ensure that cultural knowledge and practices are maintained within agency.
24. Leads or participates in meetings for traditional or spiritual and/or cultural activities as required.
25. Provides client education and client follow-up.
26. Assist in the preparation of ceremonial activities including feasts, offerings and fasts.
27. Assist in the identification, harvesting and preparation of Traditional Medicines while providing community access.
28. Performs all other related duties as assigned.

### **MINIMUM MANDATORY QUALIFICATIONS**

- Experience:
- Two (2) years' experience working in Health, Education, Behavioral Health or Human Services
  - Traditional knowledge acquired through at least 1-3 years' education and/or work experience with Elders/Healers/Medicine People, traditional communities, societies or community driven cultural-based education programs.
- Education:
- High School Diploma or General Education degree (GED)
- License/Certification:
- Must carry a valid Minnesota drivers license and insurance and be insurable under Bois Forte RTC auto policy.
  - Obtain and maintain CPR/First Aid or other needed certifications when requested

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Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- An individual of Anishinaabe ancestry with knowledge, understanding, practice, and sharing of Anishinaabe history, culture, traditions, ceremonies, principles and values is preferred, and who lives and promotes a healthy lifestyle.
- Understanding and respect for the Anishinaabe way of life.
- Familiar with local traditional resources to help with mental health, physical health and substance use.
- Must have knowledge of the use of natural Medicines, assisting in spiritual and physical healings, experience or knowledge in conducting ceremonies and all practices related to the Native American Culture.
- Ability to approach and work with community Elders, Traditional Advisors, and Traditional Healers through customary procedures.
- Demonstrated experience working collaboratively and effectively in partnership with Indigenous people and organizations with diverse backgrounds, preferably in the health care sector.
- Possesses well-developed interpersonal and relationship management skills, supported by sound critical thinking, problem-solving and conflict resolution skills to interact effectively and build respectful and collaborative relationships.
- Administrative, program planning, implementation, delivery and evaluation of programs.
- Demonstrates clear, concise and excellent oral and written communication skills.
- Demonstrates accountability and accepts responsibility for actions and decisions in a professional, ethical and respectful manner.
- Maintains and develops personal competence through appropriate continuing education and professional development and reflective practices.
- Computer skills: applicant must be familiar with Internet Software; Spreadsheet Software (Excel); Word Processing Software (Word); Electronic Mail Software (Outlook); Presentation software (PowerPoint); and has ability to use copiers/ fax machines
- Abides by and follows the rules of confidentiality, Data Privacy Act, Mandatory reporting laws, and HIPAA compliance, and RTC policies and procedures.
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### **PREFERRED QUALIFICATIONS**

- MINIMUM POST-SECONDARY EDUCATION; PREFERENCE IN AREA OF NATIVE STUDIES OR RELATED HUMAN SERVICES DIPLOMA

### **WORK ENVIRONMENT**

Work environment: Office conditions: the work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees and vendors.

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**Mental demands:** There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

### OTHER

**Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.

**Background Investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks and adjudication to qualify for this position.

**Drug Screening:** All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

**PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at [www.boisforte.com](http://www.boisforte.com) to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.**