



# Chippewas of the Thames First Nation

320 Chippewa Road, Muncey Ontario N0L 1Y0 Tel: (519) 289-5555 Fax: (519) 289-2230

**Chippewas of the Thames First Nation is accepting applications for the current vacancy:**

## **Team Leader – Cultural Services**

**REPORTS TO:** Child, Youth, and Family Well-Being Services Director

**DEPARTMENT:** Child, Youth, and Family Well-Being Services

**LOCATION:** Community Centre, 328 Chippewa Road, Muncey, Ontario

**TERM:** Full-time, Monday to Friday, 8:30am – 4:30pm EST (Evenings and weekends may be required)

**POSTING DATE:** September 19, 2025

**CLOSING DATE:** October 10, 2025

### **Summary**

The Team Leader for Cultural Services provides supervision, leadership, and direction to the Knowledge Keeper/Elder and Cultural Helpers in the delivery of cultural services. This position ensures that cultural teachings, traditions, and ceremonies are integrated into the Child, Youth, and Family Well-Being Services Program, as well as made available to staff and the broader community.

The role is responsible for planning, coordinating, and overseeing cultural services and ensuring they align with the Mission, Beliefs, and Vision of Chippewas of the Thames First Nation. The Team Leader will collaborate with Elders, Helpers, and community partners to strengthen cultural identity and ensure services are delivered in accordance with community values, traditions, and protocols.

### **Responsibilities**

- Supervise Knowledge Keeper/Elder and Helpers, providing guidance and support.
- Manage cultural services programming, including ceremonies, teachings, and community events.
- Ensure compliance with the Cultural Services Policy and Procedures Manual and complete annual policy reviews.
- Develop annual work plans and budgets for cultural programming.
- Coordinate referrals and assign work to cultural staff.
- Collaborate with Elders, Helpers, and staff to incorporate cultural teachings into children's and families' Wellness Plans.
- Provide education, mentorship, and cultural training to staff and, when appropriate, external service providers.



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- Ensure all meetings and gatherings reflect Anishinabek cultural practices.
- Prepare and submit monthly and quarterly reports.
- Maintain accurate service data and reporting using the Caseworks Case Management software system.
- Build and maintain relationships with cultural resources, Elders, and community partners.
- Actively participate in department and community meetings, events, and cultural gatherings.

## Qualifications

- Bachelor of Social Work or Native Studies degree (preferred).
- College Diploma in Social Services or Native Studies will be considered.
- Equivalent combination of education and experience may be accepted.
- Experience working in First Nation communities and with children, youth, and families involved in child welfare.
- Knowledge of Ojibway/Anishinabek culture, traditions, and the Seven Grandfather Teachings.
- Ability to speak and understand Anishnaabemowin is an asset.
- Current First Aid/CPR certification.
- Valid “G” driver’s license with access to an insured vehicle (\$1,000,000 liability coverage).
- Clear CPIC and Vulnerable Sector Check.

### **Hiring of Indigenous people will be given preference, please identify.**

Interested applicants, please submit a cover letter, resume, and three work related references to:

[human.resources@cottfn.com](mailto:human.resources@cottfn.com)

or

**320 Chippewa Road, Muncey, ON N0L 1Y0**

Please clearly mark: **“Team Leader – Cultural Services”**

*We thank all candidates for applying; however, only those selected for an interview will be contacted. Candidates who require accommodation in the recruitment and selection process are encouraged to indicate their needs in their application submission. Please note that references, educational documents, and relevant certifications will be verified prior to employment.*