

# Aboriginal Friendship Centre of Calgary

<https://www.afccalgary.org/job/program-support-staff/>

## Ka na Kaat si nom ( All Friends Place) | Program Support Staff

### Hiring organization

Aboriginal Friendship Centre of Calgary

### Date posted

March 30, 2023

### Description

About Aboriginal Friendship Centre of Calgary

The Aboriginal Friendship Centre of Calgary (AFCC) is a non-profit organization with a

mandate to provide social, cultural, education and employment services to the Aboriginal peoples within the Calgary Metropolitan area. AFCC plays a regular and significant role in the daily lives of our members in many ways: providing care for our children, our elderly, our in need and our homeless; enabling access to cultural and spiritual care; offering referrals for suitable housing, food, clothing, pursuit of education,

skill development and training; and building a resourceful Aboriginal community.

AFCC's non-profit family is an expression of how we live, what we value, where we turn for comfort and where we turn when in need. AFCC is a community leader in the

advocacy of Indigenous social and cultural services while serving as a support and community resource to other Indigenous Service Agencies on the local, provincial and national level.

[Click here for more details](#)

### Responsibilities

About AFCC's Ka na kaat si nom

AFCC supports urban Indigenous people adjusting to urban life. For many of our community members, entry into the cities can result in crisis, trauma and in some case homelessness. The AFCC – Ka na kaat si nom will assist our most needy unhoused/precariously housed seniors;

addressing isolation through the provision of culturally based programming and intergenerational learning opportunities in five specific areas:

- 1) Culture: drumming, storytelling, ceremony, stick games, traditional crafting and access to traditional medicines
- 2) Basic needs: geriatric-care kits, Depends and other geriatric specific needs, food and special diet items such as Ensure, dentures, clothing and footwear
- 3) Mental health: activities to address isolation, biweekly community feasts/lunches with bingo, cards and crib
- 4) Disability supports: addressing mobility issues with walkers, crutches and toilet adjustments and
- 5) Communication: through computer desktop, internet.

### Role Description

Ka na kaat si nom Program Support Staff is an administrative position assisting the Program Manager with the overall operation of the Centre. Monday to Friday 8AM-4PM ( and as needed) to support community.

Case management

Referrals to service providers

Program recruitment

Workshop development and execution

Staffing for workshops

Transportation

Crisis support Support Staff are required to provide:

In addition, the Support Staff will:

Help the Program Manager develop networks that strengthen partnerships and build

resources to assist Indigenous clients

Support community-based initiatives regarding education, awareness, and communications

Support and foster partnerships and agreements for professional services (professional counselling, for example)

Complete protocols for intake, assessment, consent, privacy, and client and staff safety

Meet standards for mental health care support

Follow all legislated requirements

Follow and adhere to policies and procedures related to client care

Other tasks and responsibilities as needed

### **Qualifications**

Required Qualifications:

Strong background and practical experience in working with Indigenous populations

Familiarity and knowledge of Indigenous culture, protocols, and histories

Degree or diploma in Social Work, Human Services, Health Services or related field

Experience working with community-based organizations, municipal governments, and federal/provincial departments

Experience in addictions, healthcare, social work or health care coordination

Working knowledge of community health and addictions resources (addiction, health, lifestyle, etc.)

Knowledge of complex systems and jurisdictions affecting services to Indigenous clients

Criminal and vulnerable sector check required.

Valid driver's license

Strong written and verbal communication skills

Strong diplomatic and communication skills that can build positive and relevant networks

Self-starter and comfortable working both in a team environment and independently

### **Contacts**

Email Resumes or questions to [info@afccalgary.org](mailto:info@afccalgary.org)

Thank you for your interest but only applications selected for an interview will be contacted. Competition closes **April 7, 2023 at 11:59pm.**