

## **Ka na Kaat si nom ( All Friends Place)**

### ***Program Support Staff***

Full-time Fixed Term Contract until  
March 31, 2024

### **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.

### **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.

*Support Staff are required to provide:*

- Case management
- Referrals to service providers
- Program recruitment
- Workshop development and execution
- Staffing for workshops
- Transportation
- Crisis support.

*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

## **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 or 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

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.