

**NON-MANAGEMENT JOB DESCRIPTION  
POINT RATING EVALUATION PLAN**

Working Title <b>Indigenous Program Coordinator</b>	Name
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Position Number	Reports to Position No., Class & Level <b>Manager 2 or CSW (Correctional Service Worker) 3</b>	Division, Branch/Unit <b>Custody Operations Branch/ Community Corrections Branch</b>	Ministry <b>Public Security and Emergency Services</b>
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Present Class <b>Correctional Service Worker 1/2</b>	Requested Class
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Dept ID	Program Code	Project Code (if applicable)
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**PURPOSE:** Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

The Indigenous Program Coordinator (IPC) develops, coordinates, and facilitates Indigenous programs for adult and youth involved with custodial and community corrections. IPCs are located within Correctional, Remand and Attendance Centres to serve the needs of Indigenous adults and youth while in custody and under community supervision. The IPC develops awareness of Indigenous spiritual, cultural activities and worldviews amongst the correctional population. This position requires the IPC to liaise with Indigenous communities, develop relationships and encourage community participation within custodial and community corrections to support the Indigenous population. The IPC will collaborate, communicate, and support adult and youth case plans by liaising with Centre caseworkers, Probation Officers, managers and staff, community resources and community agencies to achieve program goals. This position may require the supervision of contract staff and volunteers. The IPC will report to a designated manager/supervisor or designate.

- RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).
1. Develop, coordinate, facilitate and deliver Indigenous programs to adults or youth involved in the correctional system to enhance and encourage retention of Indigenous cultural identity and connection to Indigenous cultures and to provide an Indigenous lens to new or existing programs by:
    - Coordinate and/or deliver Indigenous cultural, spiritual, and recreational programs and activities within the Centre and community.
    - Provide programs and create linkages with professionals in specific relevant topic areas and issues.
  2. Encourage awareness of, and interest in, Indigenous spiritual and cultural activities and worldviews by:
    - Recruitment and supervision of Indigenous Elders, Indigenous Knowledge Keepers, and cultural support staff.
    - Coordinate and communicate with the Indigenous Elders, Knowledge Keepers, and cultural support staff to arrange for and deliver cultural and spiritual activities.
    - Provide ongoing Indigenous spiritual activities to adults and youth, such as smudging ceremonies, healing circles, drum circles, pipe ceremonies, sweat lodges and other relevant activities and ceremonies based on the discretion of the IPC and identifying the needs of adults and youth.
    - Involvement and participation in planning and preparation of ceremonies and activities in Indigenous Communities for the purposes of assisting the Indigenous Elder in retrieval of supplies, sacred medicines, firewood/rocks for sweat lodge and other necessary cultural protocol, as necessary.
    - Ensure adult and youth requests for participation in Indigenous cultural activities are appropriate and pose no security threat.

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

3. Provide support to Indigenous individuals who are involved with the correctional system by:

- Provide one-to-one guidance.
- Provide a link between adults/youth and Indigenous Elders.
- Provide linkage to community agencies.
- Assist with release planning and supporting individuals transition back to community.

4. Provide coordination and planning between Centres, provincial IPC's, community corrections offices and community agencies by:

- Spending time in and liaising with the community, in particular the Indigenous community, on a regular basis to gain their support in identifying, participating in, and providing Indigenous programs.
- Liaise and network with members of the Indigenous community to identify supports for adults and youth for release planning and supporting case plans.
- Provide resource information to caseworkers and probation officers for the development and implementation of case plans.
- Establish formal and/or informal information sharing systems with appropriate areas to ensure timely sharing of relevant information. This may include attending meetings and committees as designated by the IPC's supervisor.
- Liaise with staff to identify and refer Indigenous adult and youth to appropriate programs offered by the IPC.
- Support Indigenous adults and youth in processing grief due to a loss.
- Provide resource information to staff regarding Indigenous culture and beliefs, including assisting in the development and delivery of staff training programs relevant to Indigenous awareness, including orientation of new staff, in consultation with the manager responsible for training.
- Provide mentoring and supervision to students or temporary staff on an as-needed basis.
- Assisting in the coordination of a volunteer program as per the IPC's supervisor (may include assisting with recruitment, informal screening, assignment, and evaluation of Indigenous volunteers; development of Indigenous volunteer programs).
- Participate in applicable training opportunities for the purposes of: (a) professional development; and (b) maintaining an awareness of existing training offered to staff.
- Attend and participate in Indigenous community activities, ceremonies, and gatherings for continued professional development and relationship establishment. All community activities must be in consultation with the Manager or designate.

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

The position requires significant knowledge of the local Indigenous communities, Indigenous spirituality, culture, and the ability to motivate Indigenous resources to become involved in program development and delivery in a Correctional environment. The IPC requires creativity, planning, consultation, and originality to formulate and develop innovative cross-cultural programs for Indigenous adults and youth, encouraging the participation of adults and youth and community resources in these programs. The IPC requires creativity and originality to formulate and develop innovative programs for Indigenous adults and youth, encouraging the participation of adults and youth along with community resources in these programs.

Under the direction of a manager/supervisor, the IPC has independence in contacting the community and in relation to exploring program ideas. Day-to-day activities may be completed with minimal supervision. The IPC must provide direct supervision of adults and youth during activities with the support of appropriate correctional staff. The IPC will submit written reports on program activities as required.

**KNOWLEDGE, SKILLS & ABILITIES:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical, or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

The minimum recruitment standard for this position is a two-year diploma in a related field plus two years related experience; or equivalent as described. [A related one-year certificate and one year of related experience. Directly related education or experience considered on the basis of one year of education for one year of experience; or one year of experience for one year of education]. Special Requirements: Must be physically able to perform position duties. Must hold a valid driver's license.

The IPC will be required to make independent decisions on the merit of prospective resources from the Indigenous communities for program development such as the selection of Indigenous Elders and Indigenous resource people to support relevant programming. The IPC will recommend and implement new program content, scheduling of cultural and spiritual activities; coordinate Elder services and engage Indigenous content into programming. To support this, knowledge of the Indian Act, Residential schools, 60's scoop, Indigenous representation in the Child Welfare and other related systems, including policies and implications of colonization. Understanding of the current context of: Truth and Reconciliation, United Nations Declaration of the Rights of Indigenous Peoples and broad Indigenous cultures and practices, including the ability to speak and/or understand the local Indigenous language(s) are a definite asset. Knowledge of Indigenous spiritual practices such as sweat lodge ceremonies, smudging, pipe ceremonies and sacred circle ceremonies is required. An existing positive relationship with local Indigenous and Metis communities is recommended.

Other key areas include:

- Awareness of trauma informed practices.
- Knowledge and understanding of Gladue Reports.
- Knowledge of the *Criminal Code of Canada*, *Corrections Act* and the *Youth Criminal Justice Act*
- Knowledge of the Correctional Services Provincial Policies and Procedures, Centre Standing Operating Procedures, Centre Security Standing Orders.
- Facilitation of Indigenous programs including but not limited to talking circles, sharing circles, smudge ceremonies.
- Consistent and supportive engagement with rural and urban Indigenous communities as indicated by involvement in relevant Indigenous community activities based on the needs and discretion of what is required to support the Indigenous population in centres (i.e., involvement in local Indigenous interagency, attendance to relevant and required ceremonies and gatherings, participation with Indigenous partners to strengthen and maintain these relationships and resources).
- Have a well-supported relationship with First Nation, Metis, or Inuit community(s).
- Invested in the understanding, involvement and advocacy of Indigenous adults and youth, their communities, services, resources, and barriers which impact them.
- Demonstrate ongoing connections to Indigenous communities in Alberta, local, provincial, rural/urban, traditional, and contemporary.

**CONTACTS:** Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

Contact occurs with the immediate supervisor, as well as managers, correctional staff, Indigenous Elders, members of the community (especially the Indigenous community), adults and youth that engage in the correctional system, practicum students, volunteers, as well as other community agencies to ensure the delivery of meaningful programs and spiritual support.

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

Will vary based on location.

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

- To support the Correctional Services Division's development for Effective Case Management initiative, the Indigenous Program Coordinator, job description was reviewed to ensure standardization of the position throughout the province. The responsibility and knowledge sections have been clearly defined.
- Inclusion of IPCs within Attendance Centres, Community Corrections Branch has been included, amplifying IPCS role in transitioning to community and supporting clients while supervised in community.

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff MUST be attached (see Writing Guide [Page 17](#)).

*This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.*

### Signatures

The signatures below indicate that the incumbent, and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide [Page 16](#))

**Incumbent**

	_____	_____	_____
	Name	Signature	Date

**Manager**

	_____	_____	_____
	Name	Signature	Date

**Division Director/ADM**

	_____	_____	_____
	Name	Signature	Date