**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Cultural Counsellor

**Job Number:** A-286

**NOC:** 4033

**Band:** 9

**Department:** Trent University Durham

**Supervisor Title:** Director, First Peoples House of Learning

 Director, Student Affairs – Trent University Durham

**Last Reviewed:** January 30, 2015

**Job Purpose**

Under the direction of the Director, First Peoples House of Learning and Director, Student Affairs – Trent Durham, provide professional personal counselling services based on a holistic Indigenous Knowledge sharing model for Indigenous students at Trent University Durham. The Cultural Counsellor is a professional counseling position with a significant focus on supporting Indigenous student wellness, cultural knowledge sharing, student success, and community services relations building toward a sustainable support services network for all Trent University Indigenous students.

**Key Activities**

1. Provide Indigenous based personal guidance and personal counselling to all Indigenous students and students affiliated with First Peoples House of Learning at Trent University Durham.
2. Work in partnerhsip with local Durham and Trent University support services to build a network of support services and referral services for Indigenous students and students affiliated with First Peoples House of Learning at Trent University Durham.
3. Provide cultural-based support, advice and assistance for Trent University Faculty, Staff and Student Groups & relevant committees toward ensuring student personal and academic success.
4. Assist in providing workshops to improve cultural capacity and Indigenous knowledge sharing for Trent students, faculty, and staff.
5. Coordinate contacts with Elders for the provision of services specific to the Visiting Elders and Traditional Teaching events.
6. Work with First Peoples House of Learning staff to assist in the promotion of and awareness building around Indigenous cultural issues within Trent University.
7. Promote diverse Indigenous cultural teachings, histories, and practices of Indigenous Peoples.
8. Assist in building and implementing a strategic plan to increase Indigenous student enrollment and retention.
9. Co-ordinate an identified program of traditional cultural events at Trent University for students, faculty and staff and community.
10. Assist in organizing social & cultural events that bring staff, students, alumni & faculty together.
11. Coordinate the planning and delivery of the annual Elders & Traditional Peoples Gathering.
12. Assist the Director with reports to Trent, MTCU, and funders.
13. Assist the Director with proposals for Culture-Based program of service.
14. Liase with the Trent University Traditional Advisory Council.
15. Coordinate with community partners in the delivery and sharing of resources, where appropriate. i.e. visiting elder and traditional teachers.
16. Other duties as assigned.

**Education**

Masters Degree required. Aboriginal Master of Social Work Degree preferred.

**Experience Required**

* Registered Counselling Certification, preferrably the Native Counsellor Training Program from the Ontario Native Education Counsellors Association.
* Three years of directly-related professional counselling experience and three years of experience teaching and sharing Indigenous Cultural Knowledge, either through workshops, classrooms, or in community services provision.
* Extensive Indigenous community development or partnership building experience. Strong knowledge of Indigenous knowledge sharing protocols.
* Demonstrated interest and knowledge of Indigenous history, language and culture.
* Excellent cross-cultural communication skills (verbal and written); ability to communicate information in a clear, consistent and courteous manner.
* Intermediate level computer skills in Microsoft Word and Excel.
* Outstanding customer service skills.
* High level of attention to detail, accuracy, and confidentiality required.
* Demonstrated tact, diplomacy, and objectivity.
* Proven judgment and discretion in dealing with confidential and sensitive matters.
* Demonstrated ability to work effectively in diverse team environments.
* The ability to relate effectively with students from varying social, academic, economic and cultural backgrounds.