

INDIGENOUS CULTURAL CONNECTIONS COORDINATOR

Developmental Services

Non-Unionized, Permanent Full-Time Position

Monday-Friday: 9:00am-5:00pm

Compensation: \$30.34/hour

About Cota

Cota is an accredited not-for-profit organization that has been providing community-based support to people living with mental health and cognitive challenges for over 50 years. At present, our wide array of services delivers much needed support to over 4,000 people/year who live with mental health challenges, psychogeriatric mental health conditions, acquired brain injuries, developmental disabilities, dual diagnoses and/or the experience of homelessness. These services include, but are not limited to, case management, supportive housing and adult day program services. A full listing of our services can be viewed on our website at <https://cotainspires.ca/>

Cota is presently seeking a dynamic and innovative individual to join our amazing team in the capacity of the role outlined within this posting. If you feel you have the skills and qualifications to perform the duties of this role while consistently exemplifying Cota's values of Hope, Respect, Dedication, Equity, Accountability, Collaboration and Innovation, we would love to hear from you.

Role Overview

The Indigenous Cultural Connections Coordinator (ICCC) will report to the Manager, Developmental Services and be accountable for guiding and overseeing the process through which Case Managers and Indigenous Service Users of Cota's Transitional Age Youth (TAY) Program develop Cultural Plans as a key component of their individual support service arrangements and to coordinate their successful connections with Indigenous services/resources within their local communities.

While the ICCC will have a primary responsibility for guiding and overseeing Cultural Plan development processes of Case Managers and Indigenous Service Users of Cota's TAY Program, they may also be called upon to assist in the development of Cultural Plans and linkages for Indigenous Service Users enrolled in other Case Management services at Cota and/or at other organizations within the Toronto Developmental Services Sector.

In addition, the ICCC will play a key role in assisting Cota to enhance its approaches to supporting Indigenous Employees and Service Users, by acting as a standing member of Cota's Inclusion, Diversity, Equity and Accessibility (IDEA) Committee and, if approved by the CEO, external sector level working groups and/or health equity initiatives.

Major Responsibilities

The ICCC will be responsible for the following:

- Forging collaborative relationships and referral arrangements with Indigenous services and resources in communities served by Cota's TAY program, across Ontario (inclusive of Toronto), on behalf Cota.
- Working with the Manager, Developmental Service and/or Cota Senior Management representatives to:
 - Design a Cultural Plan tool.
 - Develop and oversee processes for Case Managers to identify Indigenous Service Users and request the assistance of the ICCC.
 - Oversee the successful implementation of a standardized process for collaborative engagement with Case Managers and Indigenous Services Users to coach and supervise the appropriate development of comprehensive Cultural Plans and in facilitating successful connections to local Indigenous services/resources (e.g., recreational, social, traditional medicines or practices, etc.).
 - Design and implement Indigenous training/orientation/resource materials for Cota, contracted Outside Paid Resources, and/or Toronto-Based Developmental Service organizations to enhance Indigenous awareness and promote the development of culturally safe and responsive service offerings.
 - Be a standing member of Cota's internal Inclusion, Diversity, Equity and accessibility (IDEA) Committee and contribute to enhancing Cota's ability to support Indigenous Employees and Service Users.
 - Represent Cota at external sector level working groups and/or in health equity initiatives, as approved by the CEO.
 - Continuously identify opportunities for service enhancements and/or new partnerships that would result in improved service to Service Users.
 - Ensure appropriate documentation of their involvement with various Case Managers and Indigenous Service Users.
 - Ensure regular data collection occurs pertaining to ICCC support utilization and related outcomes, in order to evaluate the impact of the role and inform continuous quality improvement.

Other Responsibilities:

The ICCC is expected to:

- Exemplify Cota's values through their day-to-day work.
- Promote and facilitate effective communication across the organization and with external parties.
- Observe Cota rules and regulations, policies, procedures, practices and current legislation, in particular, the Ontario Human Rights Code.
- Comply with all Health and Safety policies and procedures to ensure every reasonable precaution is taken for the protection of workers and clients and that health and safety concerns or incidents are responded to promptly.
- Work cooperatively and constructively with all Cota employees.
- Ensure the confidentiality of Service User, Employee and Cota information is maintained.
- Undertake other related and/or delegated duties, as assigned.

Essential Qualifications

- Only individuals of verified Indigenous heritage (First Nations, Inuit or Métis) who have a current affiliation/active involvement with their Indigenous community will be considered eligible for this role.
- The individual must complete a Vulnerable Sector Check as a condition of an employment offer being finalized.
- The individual must have access to a vehicle for work purposes, as the ICCC will be required to regularly travel to destinations throughout Toronto and, at times, to other communities throughout Ontario to attend in-person meetings with Case Managers, Service Users, their respective support teams and/or Indigenous services/resources in various communities.
- The ICCC must reside within Ontario and live within a reasonable distance from Toronto in order ensure efficiency in the completion of their work duties.

Knowledge and Skills

- Strong understanding of Indigenous histories, cultural practices, impact of colonialism, intergenerational trauma and systemic barriers facing Indigenous peoples.
- Excellent knowledge of community resources specific to Indigenous peoples.
 - Knowledge of Diversity Equity and Inclusion (DEI), Anti-Racism/Anti-Oppression (ARAO) and Trauma Informed principles and practices
 - Demonstrated ability to develop new relationships and partnerships.
 - Demonstrated experience in working collaboratively in cross-cultural settings to facilitate and implement culturally relevant programs or services.
- Proficiency with various computer programs (e.g., MS Word, Excel, Outlook, PowerPoint).
- Excellent interpersonal and communication skills (both oral and written).
- Excellent organizational skills.

- Effective team player.
- Ability to act as a change agent.
- Self-directed and creative, sound judgment and integrity.
- Previous professional or personal experience in supporting individuals who have developmental disabilities, acquired brain injuries and/or mental health challenges is considered an asset.
- Previous volunteer or work experience within the Indigenous community is considered an asset.
- A current understanding of the developmental service sector, including Services and supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act (SIPDA), Quality Assurance Measures (QAM) and Journey to Belonging is considered an asset.

Education

- Must be a graduate of a post-secondary education program. A degree or diploma in a relevant health care or social service field will be considered an asset.

Hours and Location of Work:

- The majority of the working hours fall into regular business hours. Flexibility is required to attend evening and early morning meetings, as well as possible weekends.
- At this time, this role has been deemed suitable for a hybrid work arrangement, provided that the individual meets ongoing performance expectations. The specific nature/schedule of remote work versus in-person requirements may be explored through collaborative discussion, but must be formally approved by the Manager, Developmental Services on a regular basis with formal reviews/updates occurring annually.

Application Details

Please forward a cover letter and your current resume on the link below:

<https://cota-external.scouterecruit.net/jobs/EX324>

Cota is deeply committed to promoting diversity, advancing equity and fostering a culture of inclusion. We are respectful of each individual's dignity, unique experience, potential and protected rights under the Ontario Human Rights Code. As an equal opportunity employer, we are dedicated to ensuring our workforce reflects the diversity of the communities that we serve.

Additional Information

Interviewing Process: Cota may choose to conduct parts/all of the hiring process virtually.

Screening Process: Please note that Cota uses AI to screen potential applicants for all roles.

Accommodation: Cota is an equal opportunity employer and strives to ensure that its recruitment and selection processes meets the needs of all persons with disabilities. As such, Cota will provide reasonable accommodation for any applicant, as requested during the recruitment process. For any recruitment related accommodation needs and/or requests please contact the HR Department via hr_recruitment@cotainspires.ca