



**GICHI OZHIBI'IGE OGAAMIC  
ADMINISTRATIVE OFFICE**



## **GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY**

**Position:** IRS Cultural Support Worker (2 positions)  
**Category:** Full time position  
**Salary Range:** \$55,000.00 - \$58,771.00  
**Location:** Kenora and Fort Frances, ON  
**Closing Date:** July 17, 2025

### **Job Overview:**

Under the guidance and direction of the IRS Cultural Manager, the Indian Residential School (IRS) program works to implement and further the mandate to support the Indian Residential School Survivors and their families (referred to as Intergenerational survivors) of the twenty-eight communities of Treaty #3. The IRS program provides support and services to ensure they have access to mental health counselling, emotional support and traditional ceremonies. The IRS program addresses a broad spectrum of mental and emotional issues related to the disclosure of Residential School abuses. This is an excellent opportunity for a result-oriented team player with proven organization and time management skills.

### **Responsibilities:**

- Provide mental health and cultural support referrals.
- Responsible for conducting intake and providing information on resources available.
- Provide emotional support at various cultural gatherings, training sessions and ceremonies.
- Analyze statistical data, and prepare IRS updates, reports and position papers promptly.
- Organize and facilitate meetings, workshops, and information sessions
- Liaise with First Nation members, communities and other stakeholders.
- Other related duties assigned by the supervisor.

### **Qualifications:**

Post-secondary diploma in the area of Native Studies with experience in sharing Anishinaabe culture, and tradition and awareness of mainstream services in the area.

**OR** Life learning experiences and practice of sharing Anishinaabe culture and tradition.

### **Skills / Abilities:**

- Proficient use of various office-based software including Microsoft Office (Word, Excel and PowerPoint), and online video-conferencing platforms (Zoom, Microsoft team).
- Ability to work with all levels of employees and departments.
- Ability to provide professional customer service.
- Communicate effectively and diplomatically orally and in writing.
- Proven skill in formatting and draft correspondence, forms, reports, and proposals.
- Ability to work under pressure and meet deadlines.

- Ability to organize, prioritize and multi-task.
- Ability to take initiative and work with minimal supervision.
- Fluency in Anishinaabemowin.

**Preference will be given to those applicants with:**

- An Anishinaabe background. Applicants that have prior knowledge of Anishinaabe Worldview; have a basic understanding of the understand the Anishinaabe protocols and customs.
- Experience communicating and building relationships with Treaty 3 communities.

**Employment Conditions:**

- Must have a valid driver's license, in good standing and a reliable vehicle.
- Must have a clear criminal records/vulnerable sector check is required upon hiring.
- Must be able to travel on short notice.
- Travel may be required within Kenora and surrounding areas.
- Busy office setting and repetitive work.
- Manual dexterity is required to use desktop computers and peripherals.
- Interacts with the public at large.
- Overtime may be required.

**Please send cover letter, resume, and contact information for 3 references to the attention of:**

Human Resources Department  
 Grand Council Treaty #3  
 P.O. Box 1720, Kenora, Ontario P9N 3X7  
 Email: [hr@treaty3.ca](mailto:hr@treaty3.ca)

We want to thank all candidates in advance for their interest in this position; however, only those being considered will be contacted. At Grand Council Treaty #3, we value each individual's unique skills and experiences and are committed to creating and maintaining an inclusive and accessible environment for everyone. If you require accommodation during the recruitment and selection, advise Human Resources when applying for the position.