



<b>POSITION TITLE</b>	CULTURAL SERVICES SUPERVISOR
<b>DEPARTMENT</b>	CULTURAL & WELLBEING SERVICES
<b>REPORTS TO:</b>	CULTURAL SERVICES LEAD SUPERVISOR
<b>CLASSIFICATION:</b>	ONE (1) FULL TIME PERMANENT VACANCY
<b>FULL SALARY RANGE:</b>	\$79,607.92 - \$109,961.61*
<b>LOCATION:</b>	CENTRAL REGION
<b>POSTING DATE:</b>	FEBRUARY 13 <sup>TH</sup> , 2026
<b>CLOSING DATE:</b>	MARCH 8 <sup>TH</sup> , 2026

Dnaagdawenmag Binnoojiiyag Child & Family Services is a multi-service Indigenous wellbeing agency. We provide a stable foundation for children, youth, and families, through wrap-around services that are culturally based, and family focused.

### **PURPOSE OF THE POSITION**

Reporting to the Cultural Services Lead Supervisor, the Cultural Services Supervisor, Circle Facilitation is responsible for providing strategic leadership, oversight, and cultural guidance to the Circle process across the Agency. This role ensures Circle processes are delivered safely, consistently, and in accordance with Indigenous teachings while meeting all legislative, child safety, and agency standards. The Supervisor supports staff through structured supervision, coaching, and consultation on complex matters, while monitoring documentation, timelines, and service quality. The position also leads practice development, evaluates service trends and outcomes, oversees financial and administrative requirements, and fosters strong working relationships with our Member First Nations, Elders, Knowledge Keepers, and communities to uphold a culturally grounded, family-driven approach to planning, decision-making and resolution.

### **RESPONSIBILITIES**

#### **Core Leadership & Strategy:**

- Assigns Circle referrals to staff based on case complexity, readiness, and facilitator experience.
- Reviews and approves readiness screening prior to proceeding to Circle.
- Provides consultation to staff on Circle preparation, participant safety, power imbalance considerations, and structure.
- Reviews Circle Agreements to ensure clarity, sustainability, and alignment with child safety standards.
- Monitors documentation timelines and follow-up responsibilities to ensure commitments are upheld.



- Supports staff in determining when a Circle is appropriate and when matters require court involvement.
- Provides direction in complex or high-conflict situations.
- Ensures Circle processes are delivered in alignment with traditional teachings while meeting legislative and Agency requirements.
- Develops and maintains practice standards and protocols specific to Circle facilitation.
- Reviews progress with Circle Facilitators and the appropriate service team to monitor the effectiveness in achieving positive, sustainable outcomes for CYF.
- Provides coverage and support to all other Cultural Services Supervisors, as needed for program development, collaboration and evaluation.

#### **Human Resources & Team Leadership:**

- Provides structured supervision to the team, ensuring clear expectations, consistent standards of practice, and accountability.
- Conducts regular Quarterly Wholistic Reviews (QWR) aligned with Agency values and strategic priorities, supporting professional growth while maintaining performance standards.
- Addresses performance concerns in a timely and respectful manner, including matters related to professionalism, communication, preparedness, documentation, and collaboration with service teams.
- Supports staff in managing complex or high-conflict circle files while maintaining cultural integrity, participant safety, and legislative compliance.
- Ensures consistency in Circle practice across offices and regions.
- Plans for workload distribution and staff coverage to maintain continuity of Circle services.
- Participates in recruitment, retention, onboarding, orientation, and off-boarding processes.
- Manages escalations and complex staff matters with fairness, transparency, and professionalism.
- Participates on committees and provides input to Leadership, as required.

#### **Data, Evaluation & Reporting:**

- Monitors Circle activity and file progress to ensure timely completion, follow-up, and documentation.
- Reviews documentation standards to ensure compliance with Agency's circle process.
- Identifies patterns or service gaps arising from Circle processes and communicates concerns to Leadership.
- Prepares and provides required reports and information to Leadership as required.



- Contributes to the evaluation of the Original Circle by gathering and interpreting data that demonstrates progress in mitigating child protection concerns, reducing legal involvement, and strengthening family and community driven decision making that supports wholistic healing and care.
- Monitors and evaluates Circle outcomes using key indicators such as changes in child safety, stability, and wellbeing; rates of reunification, placement stability, and reductions in legal involvement, ensuring the Circle process contributes to meaningful and sustainable improvements for children, youth, and families.
- Ensures documentation and data practices respect confidentiality and cultural integrity.

**Financial Management:**

- Responsible for implementation and oversight of relevant budgets in accordance with financial management policies, procedures, and funding agreements.
- Monitors and approves staff time sheets, mileage, and reimbursement of expenses.

**Community Relations:**

- Maintains respectful and collaborative relationships with our member First Nations, Indigenous communities, and relevant service partners in support of the Circle process.
- Supports positive and respectful working relationships with Elders, Knowledge Keepers, and internal service teams to ensure coordinated, culturally grounded service delivery.

**Other Duties:**

- Performs other duties as assigned.

**POSITION REQUIREMENTS**

**Education and Experience Requirements:**

- University Degree in Indigenous Studies or a similar degree from a university of recognized standing or, Bachelor equivalency: a combination of a post-secondary diploma in a related field, training, employment, and life experience in a similar role.
- A minimum of three (3) years of demonstrated leadership qualities, sustained performance, and progressive growth in Community and/or Cultural Service delivery, including clear evidence of leadership and supervisory capability.
- Must hold Circle knowledge and teachings that demonstrate experience with leading Circle Ceremonies, ensuring the use of culturally grounded practices that reflect the teachings of specific Nations rather than generalized approaches.



- Demonstrated experience working collaboratively with Indigenous people, communities and organizations, reflecting a clear commitment to supporting and respecting Indigenous cultural identity.
- Recognized and respected by their own community as someone who has lived experience and a learned understanding of Indigenous culture and traditional teachings, and they carry themselves within community according to those teachings.
- Demonstrated experience applying an Indigenous lens, gained through life experience, cultural learning and applying systemic change and anti-oppressive practices.
- Experience in group facilitation, and ability to develop and present training materials to small and large groups.
- Demonstrated experience in cultural program development, implementation, and evaluation.
- Experience working within an Indigenous Child-Wellbeing setting would be considered an asset.

**Knowledge Requirements:**

- Strong knowledge and understanding of Indigenous history, with emphasis on the impact of the child welfare system and colonization on Indigenous children, youth, families and communities.
- Strong knowledge of the history, traditions, values, and cultural practices of Indigenous communities, acknowledging the diversity within and between different Indigenous Nations.
- Understanding of trauma-informed practices and culturally responsive approaches to providing care and support.
- Knowledge of and commitment to the development of alternative, non-punitive healing approaches derived from Indigenous culture.
- Have a good working knowledge of data collection and standard computer software programs, records management, database systems i.e. Caseworks, CPIN, etc.
- A good working knowledge of community services within our catchment and surrounding areas.
- Knowledge of Indigenous culture and values including awareness of the First Nation, Inuit, and Métis Communities we service.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential.



**Ability Requirements:**

- Engages as a healthy member of the community with a strong, demonstrated ability to work respectfully with children, youth, family members, caregivers, co-workers, community, knowledge keepers and allies.
- Excellent communication skills to develop, supervise and support staff effectively and at times handle difficult situations with positivity.
- Strong supervisory and leadership skills to effectively lead and motivate teams.
- Ability to organize and prioritize a variety of competing and urgent demands.
- Demonstrated excellent analytical skills to evaluate program needs and results.
- Effectively manage and secure confidential and private information.

**Mandatory Requirements:**

- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS).
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of Personal Liability & Property Damage insurance coverage for at least \$2,000,000.00.
- Must be willing to work flexible hours including weekends, evenings and holidays as required.

**WORKING CONDITIONS**

- A working location with a hybrid work from home option is available, subject to initial and ongoing eligibility.
- Travel within the catchment area will be required from time to time.

**STARTING SALARY RANGE**

- \$79,607.92 - \$97,505.86, depending on qualifications and experience.

\*PLEASE NOTE: The full salary range is the total earning potential for this position. Increases are awarded based on your annual performance review.

**TO APPLY**

- Please email the following to [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)
  - Application for Employment (available at [www.binnoojiiyag.ca](http://www.binnoojiiyag.ca))
  - Please indicate preferred location in your application
  - Resume (include 3 supervisor references)
  - Incomplete Applications will not be considered.
- Only those selected will be contacted for an interview.
- As an Indigenous Child Wellbeing Agency, we give priority to applicants who identify as First Nations, Inuit, Métis, and those with close affiliations.