

Vuntut Gwitchin Government

A.	<u>Identification:</u>	Heritage Language Assistant Teacher
	<u>Department:</u>	Natural Resources, Heritage Branch
	<u>Supervisor:</u>	Language Coordinator
	<u>Date:</u>	April 1, 2018
	<u>Status:</u>	2/3 time, one year term (20 hrs/week)
	<u>Level:</u>	5

- B. Job Summary:
C. Reporting to the Language Coordinator and working closely with the Heritage Branch staff and VG Heritage Committee, this position is responsible for creating direct acquisition language materials, documenting the Gwich'in language and increasing fluency and literacy among Gwich'in citizens with activities, teaching language classes and assisting with training opportunities. This is a one year term position working 2/3 time (20 hrs/week).

D. Main Duties

Creates Language Materials and Teaching Classes by:

- Assisting with developing materials for Direct Acquisition Language Classes
- Digital recording of fluent speakers Gwich'in vocabulary for use in digital teaching aids
- Assisting with teaching language classes
- Attending and assisting with training
- Entering verified language recordings and materials into database

Increases Gwich'in fluency and literacy by:

- Working with VG Heritage Committee
- Assisting with classes and activities for learners
- Participating in language activities on the land
- Assisting with training for language instructors and fluent speakers
- Communicating with participants and the community in fluency activities
- Developing language instruction materials
- Liaising and sharing information with other groups conducting language revitalization activities regionally, nationally and internationally.

D. Job Knowledge and Skills:

Education:

- Minimum Grade 12 or equivalency
- Vuntut Gwitchin cultural and language experience
- Knowledge of Vuntut Gwitchin heritage and cultural values
- Knowledge of Direct Acquisition Language structure
- Fluent and literate in English, willing to learn in Gwich'in
- Second language experience an asset

Management skills

- Ability to be a team player
- Ability to problem solve
- Ability to assume responsibility and meet deadlines
- Time management and organizational skills

Specific Skills:

- Ability to use Microsoft Office programs, Audacity, Quicktime, Lexique Pro
- Ability to work with community members especially Elders

Interpersonal Skills:

- Incumbent must be comfortable in a cross-cultural setting.
- Incumbent must be comfortable living in a remote setting with extreme temperatures and light.
- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers, community residents, Vuntut Gwitchin citizens, outside agencies, and partners.

E. Decision Making:

This position is directly responsible to the Language Coordinator. The incumbent is supervised and works independently with initiative within established policies, procedures, objectives and priorities. Decision-making is required for setting daily work priorities, and carrying out projects and determining when to refer decisions and/or recommendations to the supervisor.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, in meeting deadlines, and following directions from supervisor. The protection, preservation and promotion of Gwich'in is of paramount importance to the Vuntut Gwitchin Government and the citizens.

G. Key Personal Contacts

Who	Purpose	Frequency
Supervisor	Planning; discussing tasks; receiving direction; information exchange.	Daily
Vuntut Gwitchin Citizens	Sharing information; research	As required
VG Heritage Committee	Planning; information exchange; direction	Monthly/As required
Community members	Language activities	Daily/As required or scheduled

H. Positions supervised: 0

I. Working Conditions:

This position is generally located in a normal office environment with activities and meetings in other locations in the community. Some overnight, multi day activities may be conducted on the land (outside the community) with travel by ATV, boat, snowmobile, helicopter or small aircraft. Travel for training outside the Yukon may be required.

Spiritual:

- Being sensitive to traditional beliefs and practices

Physical:

- Approximately 60% of time using the computer
- Travel approx: possibly once per year related to training or information sharing
- Language activities may be conducted out on the land in a camp setting over a number of days
- Remote living conditions in extreme temperatures and light changes.
- Working occasionally in outdoor, rugged environment

Mental:

- Regular need to meet deadlines
- Program and service delivery affected at times by conditions due to remote environment.

Emotional:

- Working with a language that is of paramount importance and is threatened can cause tension in the community and stress for language workers.

J. Conditions of Employment

- Willingness to follow policies and procedures as detailed in personnel and administrative manuals
- Willingness to work in varying weather conditions
- Willingness to work flex hours to meet seasonal needs
- Willingness to attend language instructor training as identified, in the community or outside

SIGNATURES Supervisor:

<p>I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p>	<p>Incumbent: I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p>
<p>_____ Supervisor</p>	<p>_____ Incumbent</p>
<p>_____ Date</p>	<p>_____ Date</p>