



# WHITECAP DAKOTA NATION

## EMPLOYMENT OPPORTUNITY: CULTURAL LIAISON

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### EMPLOYMENT OPPORTUNITY

#### **Cultural Liaison**

WELLBEING DEPARTMENT

|                       |                                    |
|-----------------------|------------------------------------|
| <b>Status:</b>        | Type (Full-Time/Perm)              |
| <b>Location:</b>      | Whitecap Dakota Nation (In Person) |
| <b>Hours of Work:</b> | 8:00AM – 4:30PM                    |
| <b>Total Hours:</b>   | 37.5 hrs. per week                 |
| <b>Salary Range:</b>  | Competitive                        |
| <b>Closing Date:</b>  | July 20, 2026                      |

#### **ABOUT US**

We are a modern and progressive Nation located 26 km south of Saskatoon. The Whitecap Dakota Nation (WDN) is a thriving community focused on growth, innovation, and cultural preservation. You can Learn more at [www.whitecapdakota.com](http://www.whitecapdakota.com)

#### **POSITION OVERVIEW**

WDN is seeking a talented and motivated **Cultural Liaison** to join our dynamic team. This role offers an opportunity to support the Wellbeing Department. The Wellbeing department's Cultural Liaison acts as a primary cultural resource to the community of Whitecap, the senior management and staff in its development, integration, delivery, and enhancement of Indigenous Cultural service practices. The Cultural Liaison is responsible for ensuring various relations are established and maintained, and for liaising within the community of Whitecap. They implement, monitor, evaluate and report on programming in accordance with funding agreements, identified work plans and the priorities of the Whitecap Dakota Nation (WDN). A Primary function of this position is to facilitate preservation and promotion of traditional practices within WDN, thereby enhancing a positive and strong cultural identity.

#### **KEY DUTIES**

The following duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. The employee may not be required to perform all duties listed and may be required to perform additional, position-specific duties. In accordance with standards of WDN and reporting to the WDN Director of Wellbeing, the employee will:

- Provide relevant, competent cultural support services to Whitecap children and families who either request or are determined to require services from point of referral to case closure.
- Support cultural activities with the participants.
- Provide knowledge of the medicine wheel, traditional medicines and cultural practices and values.
- Collaborate with staff members to give guidance, knowledge and understandings of the Dakota culture to participants.
- Ensure cultural support services are delivered with excellence and conform to WDN established philosophies, policies, procedures, guidelines, and protocols while ensuring they meet provincial regulations and standards where applicable.
- Plan, organize, and coordinate cultural workshops, programing, activities, ceremonies, and healing practices for clients as requested by the program director.
- Provide one-on-one cultural supports for clients, parents and caregivers as necessary.
- Assist in the planning and preparation of annual / seasonal cultural ceremonies as required.
- Welcome and greet families and children attending the WDN Wellbeing program, providing



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culturally relevant experiences.

- Attend and actively participate in in team members staff meetings, seminars, training sessions and workshops as required or requested.
- Collaborate with team members to evaluate the effectiveness of cultural programming.
- Participate in traditional and spiritual practices for meetings of cultural activities as required.
- Accurately complete and maintain records, forms, and proposals.
- Design, implement, and review program proposals.
- Assist in the planning and preparation of ceremonies as required / requested
- Adhere to all safety regulations, procedures, and safe work practices, including the successful completion of required Occupational Health & Safety (OH&S) training.
- Other related duties as assigned.

### QUALIFICATIONS

- Demonstrative knowledge of First Nation's history from colonization to present with a focus on WDN's history
- Deep understanding of WDN cultural practice
- Working knowledge and ability to speak and write effectively in Dakota
- Exceptional working knowledge of the Microsoft Office suite
- Excellent verbal and written communication skills, presentation, facilitation, planning and organizational skills
- Ability to work with minimal supervision, collaborate, interact, and build effective relationships across and at all levels of the organization
- Respect for privacy and confidentiality is essential
- High level of professionalism is expected; and must possess a valid Saskatchewan driver's license and a reliable vehicle.

### WHO CAN APPLY

- Successful completion of Grade 12, post-secondary education would be considered an asset
- Knowledge of the Saskatchewan Child Welfare Act
- Knowledge of Indian Child and Family Services (ICFS), Ministry of Social Services, and Indigenous Services Canada (ISC)

### ADDITIONAL INFORMATION

Applicants should note that WDN does not currently participate in the Saskatchewan Immigrant Nominee Program (SINP) for this type of position and will not support a SINP job approval.

### APPLICATION PROCESS

Submit a cover letter and resume by email to: [employment@whitecapdakota.com](mailto:employment@whitecapdakota.com)

**The successful candidate will be subject to an acceptable Criminal Record Check as a condition of employment.**

**We thank all applicants for their interest; however, only those selected for an interview will be contacted.**