

## 2021 NGTL System Expansion

### COMMUNITY WORKFORCE ACCOMODATION COORDINATOR (CWAC) - ROLE DESCRIPTION

**Location:** Varies locations in Alberta, based on lodge location

**Training type:** *In class/on the job/paid*

**Shift schedule:** *14 days on – 7 day off (10-12 hours per day)*

**Compensation:** *Daily Rate*

**Anticipated start date:** *Depending on when the position is filled.*

**Anticipated end date:** *February 28, 2022 – March 31, 2022 depending on lodge location*

**Number of Position to be filled:** *1*

### GENERAL INFORMATION

TC Energy is seeking individuals who are interested in creating opportunities of cross-cultural sharing and promoting understanding and respect for all lodge residents within and around NGTL's accommodations. The Community Workforce Accommodation Coordinator (CWAC) will create an inclusive learning and wellness environment for both Indigenous and non-Indigenous workers on the project, support the overall health and well-being of our workforce residents; and leave a positive legacy by fostering respectful and inclusive relationships between workers and the Indigenous communities along the project route.

The CWAC will plan and deliver Indigenous cultural awareness sessions and events at NGTL lodges to provide opportunities for lodge residents to gain valuable understanding and knowledge of Indigenous Peoples, their culture, and participate in traditional healing practices to promote wellness and mental health. The CWAC will develop relationships with local Indigenous groups and organizations to plan and arrange appropriate culturally relevant programming for lodge residents to participate in. The CWAC will also be required to research and share local and online resources to support wellness and mental health.

### ROLES & RESPONSIBILITIES

Reporting to the CWAC Lead, the CWAC will reside on-site, planning, implementing, recording and reporting on workforce accommodation activities in the respective NGTL lodges. The individual will promote a culture of neighbourly mindset among lodge residents and understanding and respect for the community we live and work in.

The responsibilities of the Coordinator will depend on their training, experience, knowledge and project needs. The role and responsibilities of the CWAC are described as follow, but are not limited to:

- Reporting to and communicating with the CWAC Lead
- Abiding by all safety requirements and wearing personal protective equipment as required

- Engaging with the lodge workforce to ensure all guests have a positive experience and feel welcome
- Developing and delivering culturally relevant programming for lodge residents to participate in
- Reduce barriers to learning local indigenous groups' culture and practices
- Researching and sharing of information supporting resident wellness
- Creating opportunities of cross-cultural sharing. Promoting understanding and respect of all residents within and around the accommodations
- Connecting the workforce with outside health and wellness resources
- Connect with others by modeling relationship building
- Implement opportunities for guest speakers or cultural artisans from local communities
- Establish a budget for hosting monthly events
- Escalating issues through the CWAC Lead
- Acting as a backup for other Coordinators on days off rotation
- Completing written daily and weekly reports and submitting the reports to the CWAC Lead. Report content could include the following: observations around lodge, individuals they spoke with, meetings they attended, success stories, identification of opportunities, areas of concern, etc.

## **TRAINING/CERTIFICATIONS**

TC Energy will coordinate the internal training and certifications required, including:

- Prime Contractor Site-Specific Project Orientation
- TC Energy's Environmental Orientation
- TC Energy's Field Health and Safety Orientation
- First Aid – Level 1 for Alberta Standard Certificates
- Workplace Hazardous Materials Information System Training (WHMIS)
- Applied Suicide Intervention Skills Training and Mental awareness training would be of value

## **DESIRED COORDINATOR REQUIREMENTS**

TC Energy is responsible for interviewing and selecting the Coordinator. Qualifications of successful candidates will include:

- Trained in how to effectively facilitate Indigenous cultural awareness programming for large, diversified groups

- Desired, minimum College Diploma, ongoing or complete in any of the following areas: Community Services (Community Worker with a focus on Adults; Recreation and Leisure; Social Service Worker; Adult Education); or equivalent community and/or work experience in Adult learning. Studies in teaching and education
- Knowledge, experience and/or education in Indigenous culture and worldviews as it is applied to adult learning (Education, Family and Child Services, Community Services, Social Services, Health, etc.)
- Demonstrated knowledge of and appreciation for the diversity of Indigenous cultural traditions, history and spiritual practices of First Nation, Metis, and Inuit peoples
- Traditional and cultural training from Indigenous elders/spiritual teachers is a benefit
- Ability to speak an Indigenous language (e.g. Cree, Dene, Blackfoot, Dakota, Tsuut'ina, Inuktitut and Ojibway, etc.) is a benefit
- Awareness and understanding of TC Energy's Reconciliation Action Plan and how this program support TC Energy's commitments in the Plan [TC Energy — Indigenous](#)
- Ability to convey, listen to and interpret cultural information and opinions of diverse audiences with professionalism and sensitivity
- Have foundational training to address wellness and mental health in both group and one-on-one setting
- Must be fit to work and live in a lodge environment
- Willingness to work shift schedule: 14 days on – 7 day off (12 hours/per day)

### **IMPORTANT INFORMATION FOR APPLICANTS**

NGTL encourages the participation of individuals with a passion for sharing the Indigenous culture and tradition with others to support the overall health and wellbeing of their fellow workers while promoting a respectful and inclusive workplace.

At the completion of the assignment, the CWAC will participate in a post-program interview to provide feedback on their progress and on the Program. Information on the CWAC will also be tracked internally at TC Energy to help facilitate opportunities for further program improvement and future training or employment opportunities, where feasible.

### **APPLICATION PROCESS**

Individuals interested in the position are encouraged to submit their resumes and any additional training certifications to: [jennifer\\_bazylinski@tcenergy.com](mailto:jennifer_bazylinski@tcenergy.com). When applying, please include the Indigenous community you are associated with.

TC Energy is committed to building a skilled and diverse workforce. We promote employment equity and encourage you to indicate if you belong to one of the designated groups when you apply.

Information on employment equity ([Employment equity - Canada.ca](https://www.employmentequity.ca))

*Candidates who are at the same group and level or equivalent may be considered before others.*

**This job will remain posted until filled. While we appreciate all applications we receive, only candidates under consideration will be contacted.**