

# URBAN CIRCLE TRAINING CENTRE INC.

519 Selkirk Avenue, Winnipeg, Manitoba, R2W2M6

## EMPLOYMENT OPPORTUNITY

## HIRING



## ELDER HELPER / CULTURAL SUPPORT

Deadline: March 28, 2025

### QUALIFICATIONS:

- KNOWLEDGE OF INDIGENOUS CULTURE / CUSTOMS
- RESPECT FOR TEACHINGS AND CONFIDENTIALITY
- MUST BE ABLE TO TAKE DIRECTION FROM THE ELDERS & EXECUTIVE DIRECTOR
- GREAT INTERPERSONAL SKILLS & COMMUNICATION SKILLS
- ABILITY TO WORK INDEPENDANTLY & COLLABORATIVELY IN A TEAM ENVIRONMENT
- STRONG ORGANIZATIONAL SKILLS
- RELIABLE, RESPONSIBLE AND ADAPTABLE
- ABLE TO PERFORM EXTENSIVE STANDING, WALKING, CLIMBING AND LIFTING
- MUST OWN VEHICLE & VALID DRIVERS LICENSE AND TO SUBMIT A DRIVERS ABSTRACT



### KEY RESPONSIBILITIES:

- DIRECT SUPPORT TO THE ELDER WITH CONSULTATION WITH EXECUTIVE DIRECTOR
- WORKSPACE MAINTENANCE AND PREPARATION
- EVENT AND SESSION SUPPORT
- COMMUNITY AND STUDENT ENGAGEMENT
- PARTICIPATES IN LIFE SKILLS LESSONS AS DIRECTED
- WORKS DIRECTLY WITH EXECUTIVE DIRECTOR
- OTHER DUTIES AS ASSIGNED BY THE EXECUTIVE DIRECTOR



Please forward Cover Letter, Resume and 2 References by email to:

HAVEN STUMPF, EXECUTIVE DIRECTOR  
[hstumpf@urbancircle-inc.com](mailto:hstumpf@urbancircle-inc.com)