



Grande Prairie ^{and District} Catholic Schools

Job Description

ABORIGINAL LIAISON WORKER

Date Created	June 2018
Date Amended	

Reports To

Supervisor of Religious Education and FNMI

Summary

The Aboriginal Liaison Worker is responsible for developing a proactive approach to connect Indigenous families, school and community groups in order to facilitate support and services to Indigenous students. Working on a caseload assigned by the Supervisor of Religious Education and FNMI, the Aboriginal Liaison Worker will help bridge the connections between Indigenous families, schools and appropriate community agencies with the ultimate goal of improving Indigenous student success.

Qualifications

Formal Education

- Undergraduate degree in Social Sciences or relevant diploma/certificate from a recognized community college

Experience

- Minimum of three (3) years successful experience working with Indigenous students, parents and families
- Direct knowledge and experience of communities served considered at asset
- Other combinations of applicable education, training, and experience, which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered

Competencies

- The ability to establish proactive relationships with Indigenous families and community agencies in order to support student success
- The ability to apply knowledge of early childhood development as it relates to academic and social success
- The ability to apply knowledge and experience working with and helping families in understanding their critical role in the development of their children

- The ability to formulate initiatives, which support academic and social success for students
- The ability to have a sensitivity and awareness of Indigenous culture and an understanding of generational trauma to help support Indigenous student success
- Strong interpersonal, oral and written communication skills
- The ability to apply effective mediation and conflict resolution strategies
- The ability to problem solve within an established accountability framework
- The ability to work effectively in flexible work situations
- The ability to utilize current technologies such as word processing software, e-mail and Internet
- The ability to work and communicate effectively within the District with students, parents, community members and external groups such as government agencies
- The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights and diversity
- The desire and ability to engage in continuing education and professional development
- The ability to maintain and promote confidentiality as the norm

Duties and Responsibilities

The Aboriginal Liaison Worker will perform tasks assigned by the Supervisor of Religious Education and FNMI, which may vary with the evolution of the organization and may include but not be limited to the following:

- Establish positive relationships with Indigenous students identified as at-risk
- Establish positive relationships with school staff
- Work with Indigenous families and support them in understanding their critical role in the development of their children
- Establish proactive relationships with community and governmental groups that would support students and their families
- Provide opportunities for family and the school to collaborate and provide support for their children
- Visit homes when required to provide the link between the school and the home to support student success
- Facilitate/mediate meetings between students, families, school staff and relevant community partners
- Develop effective communication links with students, schools and communities
- Work collaboratively with the principal and other staff to develop plans and initiatives to support Indigenous at-risk students
- Support Indigenous students through literacy intervention
- Support Indigenous students so their educational achievement is similar to non-Indigenous students.
- Other duties as assigned

Work Conditions

- Position requires the ability to operate a computer and related office equipment
- The employee in this position is regularly required to sit and talk or listen
- Frequently assigned to changing priorities
- May be required to work hours outside of normal schedule
- Some travel is required

Health and Safety

- Each employee is required to become familiar with and adhere to Administrative Procedure 129 – Occupational Health & Safety, and AP130 – Safe & Healthy School Environment.
- Each employee is to ensure that they are following safe work methods and relevant regulations.

Acknowledgement and Agreement

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job description.

Name: _____

Signature: _____

Date: _____

Witness: _____