



Indigenous Community Worker

Position Profile:

An Indigenous Community Worker is a liaison between Indigenous families and the school. This position will increase the awareness of Indigenous student needs and will provide daily support for Indigenous students as necessary. Indigenous Community Workers will understand that GSSD students come from many different cultural backgrounds and may have different beliefs regarding cultural practices. The Indigenous Community Worker should be open to providing students the opportunity to learn from a variety of different Elders and Traditional Knowledge Keepers. This position will represent the Division in a positive, professional manner and serve as a primary point of contact and liaison with organizations offering external sources of funding.

Directly Reports To: School Administrator

In-Directly Reports: Superintendent of Indigenous Education

Duties & Responsibilities

The Indigenous Community Worker shall perform such duties and responsibilities as may be assigned including but not limited to the following:

Student Welfare

- Support and facilitate environments where students feel safe, in areas of assigned responsibility.
- Providing mentorship to students regarding school and positive lifestyle choices.
- Supporting student referrals to in school counselors as needed
- Build relationships between families and the school through increased contact, home visits.

Educational Leadership

- Supports and ensures the success of Indigenous students through positive connections with families, the community and outside agencies.
- Working with in-school administrators and school staff to help organize family and cultural events
- Work with families and administration to ensure student programming needs are met

Fiscal Responsibility

- Supports the direction of the Indigenous Student Success Coordinator in the utilization of division and/or school funds in a fiscally responsible manner.
- Demonstrates accountability with school/division funds which support Indigenous student programming.

Organizational Management

- Supports the Indigenous Student Success Coordinator in achieving and reporting, regarding Ministry of Education and Division mandates related to First Nation Métis Inuit achievement and engagement.

Administrative Procedures

- Demonstrates knowledge of and respect for GSSD Administrative Procedures.

Communication and Community Relations

- Provide support to Elders, Knowledge Keepers and other resource people/organizations who offer teachings, mentorship, cultural activities and relationship building.
- Support the building of relationships between families and the school through positive communication including but not limited to: home visits, phone calls, emails.
- Support the coordination of meetings involving in-school administrators and/or school staff with families.
- Support the organization of family and cultural events
- Support families by monitoring daily student attendance and promote the benefits of regular attendance and education.
- Support families with concerns regarding transportation, student programming needs, and other barriers to success.
- Advocating for students and families by providing information to access supports which exist in the community.

Strategic Planning and Reporting

- Reports monthly to the Indigenous Student Success Coordinator regarding student, family and community contacts.

Leadership Practices

- Establishes and maintains positive, professional working relationships with all school division staff.
 - Unites people toward achieving the Board's goals.
 - Demonstrates a high commitment to the needs of students.
 - Promotes the GSSD values of belonging, respect, responsibility, learning, nurturing and perseverance.
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Education & Qualifications

- Successful completion of Grade 12
 - Demonstrated experience working with Indigenous students and their parents
 - A valid-drivers license
 - Preference may be given to Indigenous applicants of Metis and First Nations ancestral descent who can demonstrate knowledge of, and commitment to, Indigenous culture and ancestry
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Knowledge, Skills and Abilities

- **Quality & Organization of Work**

Demonstrated ability to independently initiate and organize projects to achieve work process efficiencies. The ICW must demonstrate his or her ability to pay attention to detail and ensure work is consistently completed and accurate within expected timeframes.

- **Adaptability & Flexibility**

An ICW must demonstrate their ability to prioritize multiple demands and effectively manage time while being responsive to changing priorities. Flexibility entails understanding and appreciating different and opposing perspectives on an issue and adapting one's approach as the requirements of a situation change. Strong problem-solving skills and demonstrated ability to apply judgement in complex, highly sensitive and sometimes ambiguous situations is essential.

- **Communication**

An ICW must have superior interpersonal and communication skills and be able to communicate professionally with administration and staff. Excellent interpersonal skills along with proven written and oral communication, and computer presentation skills are required.

- **Job Knowledge**

- Be knowledgeable and supportive of applicable Board and Division policies and procedures.
- Be willing to engage in lifelong learning with respect to training, in-services and courses of study.
- Excellent working knowledge of computer software including Microsoft Office and Outlook
- In depth understand of the Indigenous culture and traditional ways of knowing

- **Cooperation & Teamwork**

An ICW must be able to work with staff and provide appropriate information and support in a timely manner. The ICW must have the ability to work as a team player as well as work independently with minimal supervision .

- **Attitude**

An ICW must present a positive and professional attitude towards others, their work, and the division and conduct oneself in a manner appropriate to an educational institute that provides services to children.

- **Confidentiality**

At no time should an ICW discuss, in public, information pertaining to employees, students or the operation of the division. A ICW is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.

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