

INDIGENOUS COMMUNITY WORKER

Portfolio:	Student Services
Reports Directly to:	School Administration
Indirectly Reports to:	Superintendent of Indigenous Education
Direct Reports:	None
Department/Location:	School Based
Salary Grid:	Indigenous Community Worker Grid – 5 steps
Last Updated:	May 2, 2025

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.

Qualifications

- Successful completion of Grade 12
- Demonstrated experience working with Indigenous students and their parents
- A valid-drivers license
- This position is designated for qualified applicants who self-identify as an Indigenous person (First Nations, Métis, Inuit) in the “Diversity Groups” section of the online application.

Confidentiality

At no time should an Indigenous Community Worker discuss, in public, information pertaining to employees, students or the operation of the division. An Indigenous Community Worker 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*.

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 and home visits.

Educational Leadership

- Demonstrates support 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 Superintendent of Indigenous Education 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 Superintendent of Indigenous Education 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

- Coordinate and provide support to Elders, Knowledge Keepers and other resource people/organizations to come into the school for teachings, mentorship, cultural activities & relationship building.
- Build relationships between families and the school through increased contact, home visits, helping to coordinate meetings, working with in-school administrators and school staff to help organize family and cultural events
- Support the coordination of meetings involving in-school administrators and/or school staff with families.
- Support the organization of family and cultural events.
- Working with families to increase student attendance through providing guidance regarding transportation issues, discussing student programming needs, and promoting the benefits of regular attendance/education.
- Support families with concerns regarding transportation, student programming needs, and other barriers to success.
- Advocating for students and families by providing information regarding various supports that exist in the community and helping to access these supports both in school and out.

Strategic Planning and Reporting

- Reports monthly to the Superintendent of Indigenous Education 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.

Knowledge, Skills and Abilities**Quality & Organization of Work**

- Demonstrated ability to independently initiate and organize projects to achieve work process efficiencies. The Indigenous Community Worker must demonstrate their ability to pay attention to detail and ensure work is consistently completed and accurate within expected timeframes.

Adaptability & Flexibility

- An Indigenous Community Worker 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 Indigenous Community Worker 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 understanding of the Indigenous culture and traditional ways of knowing.

Cooperation & Teamwork

- An Indigenous Community Worker must be able to work with staff and provide appropriate information and support in a timely manner. The Indigenous Community Worker 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. The position promotes the GSSD values of belonging, respect, responsibility, learning, nurturing and perseverance.