

First Nation of Na-Cho Nyak Dun (FNNND)

Position Title:	Education Support Worker (ESW)
Department:	Education
Supervisor:	Manager, Education and Training
Date:	May 2017
Status	Full Time Regular
Classification:	Level 6

Job Summary:

Under the direct supervision of the First Nation of Na-Cho Nyak Dun (FNNND) Education and Training Manager, the Education Support Worker (ESW) will work with and may get general direction from the principal of J.V. Clark School. The Education Support Worker works both independently and as a team member in providing support/guidance to FNNND students, parents/guardians, FNNND staff and school staff members directly or through referrals. Coordinates services, programs and cultural connections; performs administrative and case management for students; and be required to enhance the educational success of FNNND students.

Main Duties:

- Provide support and guidance to FNNND students, parents or guardians directly or through referrals;
- Participate or coordinate, as a School Staff Member on local committees. (i.e. Culture Committee, on the land programs, etc.)
- Assist with implementation/reinforcement of behavioral expectations and appropriate conduct and provide positive behavior redirection for students;
- Promote/communicate the Education Support Worker position to students, parents, school staff and community members;
- Work with students, parents, families, school staff and other resource people within and outside of FNNND to better support students;
- Act as an advocate for FNNND students with a signed consent, the supervisor must be consulted and informed prior.
- Obtain parent signatures for permission to work with student or/and share student's information;
- Provide assistance and support for the implementation of programs and Government to Government Agreements;
- Maintain connections with other Education Support Workers, FNNND staff and community service providers to better provide services for FNNND students;
- Provide basic counselling services and help arrange referrals as needed;
- Monitor student attendance and do daily reports on improving attendance;
- Carry out home visits if requested by supervisor or with parent's consent.
- Must be able to assist in policy development for the FNNND Education department;
- Promote a healthy lifestyle and sensitivity awareness in the school and within community;

- Keep up to date on new Yukon Government educational programming, curriculum, student achievement and First Nations' Initiatives within the public school system;
- Attend all approved school meetings regarding K-12 education as outlined by the supervisor;
- Strive to improve the educational and personal well-being of FNNND students on a case management approach;
- Identify programming needs/alterations for FNNND students and report findings to supervisor; and
- Must declare conflict of interest when dealing with close family relatives.

Coordinates Services, Programs and Cultural Connections

- Organize and direct a FNNND Parents' Club for regular information meetings and activities;
- In consultation with the local community, FNNND, JVC principal & staff and students & parents participate in planning, organizing and promoting cultural educational.
- Collaborate with partners to ease students' transition from daycare to Kindergarten, from elementary to high school, then to post-secondary or the work force;
- Connect high school students with FNNND Post-Secondary and Employment staff for assistance with career/job/skills/training opportunities to create a "school exit plan" with each student;
- Assist with FNNND Teacher Orientation day, YTG Education week, FNNND Career Fair and any events as determined by FNNND;
- Provide and/ or coordinate resource people to support teachers with First Nations' curriculum/ activities;
- Act as a support to Native Language Instruction program when required.

Performs Administrative/ Project Work

- Assist with school supplies or post-secondary application for funding to FNNND.
- Prepare monthly reports from Sept to June and present to the NND Manager of Education and Training and NND Council.
- Prepare annual budget and Work plan for approval by Council;
- Maintain enrolment, graduation rates and student achievement data as related to FNNND students for assessment and development of strategies for student successes;
- Arrange for purchase orders, prepare and submit cheque requisitions, travel claims, honorarium and other documents as required;
- Work with supervisor in hiring resource people as required;
- Create and maintain filing system;
- Must provide an monthly date to the FNNND newsletter for students, parents and citizens.

Other Duties as Required:

- Provide nutritional and traditional foods for students to assist with meal or snack preparation;
- Participate in relevant training and professional development opportunities;
- Assist with student transportation as required and acquire proper vehicle insurance through FNNND as required;

Knowledge and Skills

- Diploma or degree in Education, Counselling, Social Work or similar field or an acceptable combination of education, training and First Nation's experience;
- First Nations language skills and speaking Northern Tutchone would be an asset;
- Knowledge of traditional and cultural beliefs of the FNNND;
- Knowledge of educational priorities of the FNNND and Yukon First Nations;
- Knowledge of Indian Residential School history and impacts;
- Knowledge of conflict resolution, basic counselling, mediation skills;
- Ability to communicate and maintain effective working relationships with the public, FNNND, teachers, students, principal and other resource providers;
- Ability to assume responsibility, prioritize and meet deadlines;
- Ability to work independently and as part of a multi-discipline team;
- Knowledge of computer programs, word, excel, email, power point, etc.
- Ability to be a positive role model for FNNND Students and Youth;
- Ability to be a team player and work with people from various disciplines and cultures;
- Possess a willingness to learn, have cultural sensitivity, have empathy for children and a passion for student success;
- Must be able to do presentations, displays or workshops; and
- Must be able to conduct themselves in a professional manner and maintain confidentiality.

Decision-Making

Although the ultimate responsibility for the decisions made in the program rest with the Manager of Education (supervisor) and FNNND Chief and Council, the incumbent shall be required to inform both effectively and accurately so that these authorities are able to make decisions based on the necessary information. This is a very important area of the overall functioning of the administration of FNNND because it provides the framework for decisions made. Goals and objectives for the position are established by the supervisor. The work of the position will be conducted in accordance with established methodologies and established laws, policies and procedures.

Impact/Accountability

The history and impacts of residential school and loss of culture, language, is what sets the framework for the First Nation of Na-Cho Nyak Dun and with the protection and enhancement of all resources pertaining to education, language, culture and traditional knowledge. The incumbent is fully accountable to the Manager of NND Education and Training for the overall achievement of the public school system to have future goals and plans.

Working Conditions

The successful candidate will have to field concerns and issues brought forward by a variety of individuals who are functioning at different skill levels and from various perspectives; therefore, interpersonal skills must be strong. Considerable requirements for travel may be part of this position. Critical deadlines exist from time to time, as does the requirement for intense mental concentration (in the development of papers and tracking of input from meetings). Although the position reports to the NND Education and Training Manager, many individuals and groups provide input and make requests so that there is often a multi-person reporting relationship. The position sometimes encounters angry or upset individuals with differing views of educational issues. You are required to possess a positive, mature and energetic attitude.

Conditions of Employment

- RCMP Security Clearance;
- Valid Class 5 Yukon Driver's License and Abstract;
- Valid Class 4 Yukon Driver's License (*must be willing to obtain*);
- First Aid Certification (*must be willing to obtain*);
- Food Safe Certification (*must be willing to obtain*).