



JOB DESCRIPTION

POSITION TITLE	Education Advocate	STATUS	Full-Time, Indeterminate
DEPARTMENT	Education	LEVEL	5
SUPERVISOR	Manager, Education and Training	REVISED	January 20, 2026

Context Statement

As an order of government in Canada, FNNND has the authority and responsibility to manage lands and resources within its Traditional Territory for the benefit of present and future generations, in accordance with the FNNND Final Agreement, Self-Government Agreement and FNNND Constitution.

Job Overview

Reporting to the Education and Training Manager, and with direction provided by the Principal of JV Clark School, the incumbent supports the educational success and well-being of FNNND students through advocacy, case management and culturally grounded supports in partnership with JV Clark School. The incumbent works collaboratively with students, parents and guardians, school staff and community partners to coordinate services, monitor attendance, support positive behaviour and strengthen transitions between grade levels and into post-secondary or employment. The incumbent also plans cultural and family engagement initiatives, maintains student records and reporting, and advocates for FNNND students with appropriate consent to ensure their educational needs are met.

Main Duties and Responsibilities

- Provide educational guidance, mentoring and advocacy to FNNND students and their parents/guardians, including helping students understand school expectations, encouraging positive and respectful behaviour through culturally appropriate approaches, resolving barriers to learning and supporting access to appropriate services and referrals.
- Maintain confidential student support files and case notes and coordinate with schools, counsellors and community services to ensure continuity of support.
- Coordinate and participate in education committees as directed by the Manager, Education and Training.
- Provide information to students, parents and school staff regarding available education supports and how to access them.
- Monitor student attendance, enrolment and achievement data, and prepare regular reports to identify emerging issues and support interventions to improve student engagement and success.
- Conduct home visits if requested by the supervisor and with parent's consent.
- Contribute to the development and review of education policies, procedures and program guidelines, as requested by the Manager.
- Support school and community initiatives that promote student wellness, cultural safety and respectful learning environments.
- Maintain awareness of Government of Yukon educational programming, curriculum, student achievement and First Nations' educational initiatives.
- Attend K-12 education meetings as directed by the supervisor.
- Identify specific student programming needs or improvements and provide recommendations to the Manager, Education and Training for consideration.
- Organize and support the FNNND Parents' Club.

- Collaborate with partners to facilitate effective student transitions within the educational system, for example from daycare to kindergarten, elementary to high school and to post-secondary education or the labour force.
- Connect high school students with FNNND’s Post-Secondary and Employment Unit to support creation of a school exit plan aligned with each student’s needs and aspirations.
- Engage families and Elders in culturally grounded approaches to student success, including support for land-based and language initiatives connected to learning.
- Assist the Department with FNNND Teacher Orientation Day, Government of Yukon Education Week, the annual FNNND Career Fair and other related events.
- Support teachers to implement First Nations curriculums and cultural activities, including providing access to needed resources.
- Provide support to the Native Language Instruction program, as required.
- Assist students and families to access school supplies, bursaries and post-secondary funding programs.
- Assist the Department in developing annual budgets and workplans for approval by Council.
- Arrange for purchase orders, prepare and submit cheque requisitions such as travel claims and honoraria and complete other documents as required.
- Assist with developing a monthly FNNND newsletter for students and parents.
- Participate in relevant training and professional development opportunities.
- Assist with student transportation, as required.
- Other duties, as requested by the supervisor.

Education and Experience

- Post-secondary degree, diploma or certificate in education, counselling, social work or a related field, with two years of related experience preferred; an equivalent combination of education, work experience and on-the-job training may be considered.
- First Nations language skills, including the ability to speak Northern Tutchone, are an asset.
- Knowledge of FNNND culture and traditions.
- Knowledge of FNNND and FNED educational priorities.
- Knowledge of Indian Residential School history and impacts.
- Knowledge of or experience with conflict resolution, basic counselling and mediation.
- Proficiency with Microsoft 365 (Word, Excel, PowerPoint, Outlook).
- Knowledge and experience with case management are an asset.

Management Skills

- Ability to work independently and as part of a multidisciplinary team.
- Strong organizational skills and ability to stay focused and on track.
- Strong written and oral communication skills.
- Strong documentation and records management skills.
- Experience managing conflict and resolving issues in a calm and professional manner.
- Ability to handle confidential and sensitive information appropriately and maintain strict confidentiality.
- Familiarity with interpreting and monitoring financial budgets is an asset.
- Ability to develop and deliver presentations, displays and workshops.

Interpersonal Skills

- Ability to deal with people sensitively, tactfully, diplomatically and professionally at all times.
- Strong people and customer service skills, with ability to communicate clearly in person and in writing.
- Use of tact and good judgement.
- Ability to communicate and maintain effective working relationships with the public, FNNND, teachers, students, JV Clark School Principal and other resource providers.
- Ability to be a positive role model for FNNND students and youth.

Direction/Decision-Making

While the Manager of Education establishes the overall goals, priorities and expectations for the position, the incumbent works independently on a daily basis with minimal supervision and in accordance with FNNND legislation, policies and procedures. Issues that fall outside established procedures or require clarification are referred to the supervisor for resolution.

Impact and Accountability

The incumbent is accountable for providing education supports within established legislation and policies. Errors or poor decisions can negatively impact the quality of education supports provided to Citizens. This role contributes to addressing the history and impacts of Residential Schools and the loss of culture and language by supporting the framework for FNNND education, language, culture and traditional knowledge. The incumbent addresses concerns and issues brought forward by individuals with different skill levels and perspectives, which requires strong interpersonal and decision-making skills.

Working Conditions

The incumbent works primarily in a normal office environment and is required to undertake regular travel within the community and occasionally outside the community. The role involves meeting critical deadlines and managing multiple priorities, requiring sustained focus and attention to detail when preparing reports, tracking student information and coordinating services. The incumbent works in a collaborative environment with input from students, families, school staff and community partners. The role can involve interactions with individuals experiencing frustration or emotional stress, which requires tact, empathy, sound judgement and a consistently professional approach.

Key Personal Contacts and Contact Nature

Manager, Education and Training	Direct supervisor. Receive direction, provide reports.
FNNND Staff	Collaborate on projects and daily duties, information sharing.
Other Department Staff	Information sharing.
FNNND Citizens	Information exchange, address enquiries.
JV Clark School	Liaison, coordinate services, information exchange, receive direction.

Supervised Employees

- none

Conditions of Employment

- Criminal Records Check with Vulnerable Sector Screening.
- valid Class 5 Driver's License and Driver's Abstract (and willingness to obtain Class 4).
- First Aid Certification and Food Safe Certification (or willingness to obtain).
- willingness to take training pertaining to the position.

Amendments

This job description accurately reflects the present position, and may be reviewed and amended on a regular basis. Significant changes will be made following appropriate consultation.

Position Approval and Acknowledgements

Supervisor

I have reviewed the position (with the incumbent where applicable) and agree that this is an accurate reflection of the duties and responsibilities assigned to this position.

Incumbent

I have read the foregoing description and understand that it is a general description of the duties assigned to this position.

Supervisor

Incumbent

Date

Date

Department Director

Director of Human Resources

Date

Date