



School District #54 (Bulkley Valley)

JOB DESCRIPTION

STUDENT SERVICES – HUMAN SERVICE WORKER

Location: Secondary Schools

SUMMARY:

Reporting to the Principal/designate, the Human Service Worker provides assistance to teachers and other professionals in the delivery of regular or alternate programs for a student or a group of students.

DUTIES:

- Provides direct support to students in the development of academic, recreational, social and life skills as needed
- Assists with the planning, development, implementation and monitoring of behaviour management programs including functional behaviour assessments, observations, record keeping and follow-up of student progress
- Liaises with teachers and other school personnel, parents/guardians, social, legal and medical agencies
- Participates in team meetings
- Transports students to various locations, e.g. field trips and special events
- Assists in the supervision of student(s) inside and outside of classroom times as required
- Assists students with computer based learning systems
- Prepares and gathers a variety of materials and instructional supplies
- Some evening hours may be required
- Assists students who are on a long term absence by distributing homework assignments
- Orders supplies and tracks expenses as needed for special projects, e.g. cooking program
- Encourages and assists students with assignments and reinforces overall teacher expectations of students
- Provides information to the teacher in the preparation of Individual Educational Programs and report cards
- Communicates effectively using courtesy, tact and discretion with school staff, students and parents in the explanation and clarification of information
- Maintains the confidentiality of information seen or heard
- Works as a team member to ensure the delivery of School Based Education Plans
- May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification, based on appointment

QUALIFICATIONS:

- Completion of Grade 12 (Dogwood Certificate)
- Minimum of one year post secondary training in Human Service Worker or equivalent
- Minimum of two years relevant experience with youth in a counselling, social work or educational context
- Demonstrated ability to participate in a variety of Outdoor Education activities which may include skiing, hiking, backpacking, camping, canoeing, cycling and orienteering
- Training in Non-Violent Crisis Management Techniques (e.g. CPI training) and POARD (Provincial Outreach Program for Autism and Related Behaviour Disorders) would be an asset
- Familiarity with relevant computer software programs
- Demonstrated ability to use initiative to determine, judge and select appropriate course of action
- Familiarity with Workers' Compensation Board (WCB) safety procedures
- Valid Class 5, BC Drivers' License and private vehicle and an exemplary driving record as demonstrated by a current driver's abstract
- Physical ability to perform the required duties

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Agreed to:

CUPE Job Description Committee

CUPE Job Description Committee

Secretary Treasurer