



School District #54 (Bulkley Valley)

JOB DESCRIPTION

STUDENT SERVICES – INDIGENOUS SUPPORT SERVICES WORKER III

Location: Schools

**SUMMARY:**

Reporting to the Principal/designate, the Indigenous Support Services Worker supports Indigenous learners in the realization of the Enhancement Agreement goals and assists with the development and implementation of specific strategies outlined in the School Improvement Plan. The Indigenous Support Services Worker builds and maintains cultural links amongst all members of the school community.

**DUTIES:**

- Work directly with Indigenous students to enhance student success in all areas of student life
- Functions as an advocate for Indigenous students
- Collaborates with all members of the school staff, and parents, to discuss and monitor the social, emotional and academic performance of Indigenous students;
- Monitors attendance and homework completion of Indigenous students
- Works to foster in students respect for others
- Develops positive working relationships with all students
- Provides positive role modeling in the school and in the community;
- Facilitates home-school communication and works with Indigenous families and communities to resolve issues impeding Indigenous student success
- Informs students and parents of community supports/agencies as needed and assists students to access services
- Reports incidents/accidents to proper authorities as required
- Transports students as needed to facilitate access to interagency support services, and in emergency situations as authorized by the school Principal;
- Maintains records regarding services and supports, and provides written reports as required;
- 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

**QUALIFICATIONS:**

- Completion of Grade 12 (Dogwood Certificate)
- Minimum of two years post secondary training; in First Nations Education, Counselling, Human Services or other areas related to working with school-aged children and youth
- Minimum of two years of experience working with Indigenous students and/or families
- Must be familiar with local Indigenous organizations and services, both on and off reserve;
- Training in Non-Violent Crisis Management Techniques (e.g. CPI training) would be an asset
- Demonstrated, exceptional skills and experience with communication technology, word processing, database management and spreadsheet programs (e.g. Microsoft Office)
- 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 Driver's Licence and an exemplary driving record as demonstrated by a current drivers' abstract
- Physical ability to perform the required duties

*"First priority will be given to candidates who are of Indigenous ancestry, and who have a working knowledge of the local Witsuwit'en Indigenous culture and history. Any appointment will be subject to the approval of the Indigenous Education Council"*

**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:

  
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CUPE Job Description Committee

  
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Indigenous Education Council Representative

  
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CUPE Job Description Committee

  
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Secretary Treasurer