



JOB POSTING DETAILS

Employer	Batchewana First Nation	Job Type	JMP
Job Title	Elementary School Liaison	Duration	NA
ES Job ID	13699	Location	NA
Date Posted	December 19, 2022	Closing Date	January 6, 2023

Job Overview - Description & Duties

Elementary School Liaison
 Range: \$22.85 to \$25.50 (Pending Education & Experience)

Under the direction of the Education Director, this position will maintain and promote supportive relationships with students, parents, and community to ensure academic success and positive personal development by engaging with pre-school (Early ON, day cares, etc.), schools (teachers, principals, mental health workers, etc.), social service and indigenous agencies, and organizing and participating in educational events.

Required Skills

QUALIFICATIONS & EXPERIENCE

- College diploma in social services or related field with 1-year related experience
- ONECA NCTP Certificate an asset
- Member in Good Standing with the Ontario College of Social Workers and Social Service Workers (OCSWSSW) an asset

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge and understanding of BFN's policies and procedures.
- Knowledge and awareness of BFN's Education Programs and activities.
- Knowledge of the culture and traditions of BFN.
- Knowledge of computer programs including Microsoft Office, Zoom and other programs as deemed necessary for this position by the First Nation.
- Knowledge of school administration, distance education, the Ontario Elementary and Secondary Education system.
- Knowledge of the barriers Indigenous peoples face in obtaining education.
- Possess strong organizational skills.
- Good communication skills.
- Data management skills.
- Ability to demonstrate empathy and compassion towards students and families.
- Ability to communicate professionally and exercise discretion.
- Ability to work unassisted and in collaboration with others.
- Possess an outgoing, welcoming and inclusive personality

Other Requirements

CONDITIONS OF EMPLOYMENT

- Favourable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC).
- Valid G Drivers License and/or access to a reliable vehicle.

How to Apply

Please forward your cover letter and resume to email:

humanresources@batchewana.ca Subject Line: Elementary School Liaison

ALL APPLICATIONS MUST BE RECEIVED BY January 6 2023 @ Noon

We thank all applicants for their interest; however only those selected for an interview will be contacted.

Batchewana First Nation welcomes and encourages applications from people with disabilities. If you require accommodations please contact the Human Resources department at 705-759-0914. First Nation preference in hiring. Please visit us at www.batchewana.ca