Under the supervision of the Aboriginal Early Education & Nutritional Programs Coordinator, the Aboriginal Education Liaison Worker will build on successful relationships between VNFC and Aboriginal families with children attending SD 61 schools and to assist students and their families in supporting goals of academic success.

DUTIES:
- To act in a non-curricular/non-teaching capacity in the school and in the community by providing academic counselling and support services to students and their families.
- To act as an advocate and liaison between SD 61 and Aboriginal students, parents/guardians, teachers, administrators, and community agencies.
- Maintaining a caseload of files that are both long term (5 – 10 months) and brief service (1 – 2 months).
- To provide assessment and appropriate referrals to SD 61, VNFC and other community agencies.
- Facilitating the relationship between the home and the school environment.
- Facilitating workshops in the school system with parents on their role of advocacy with their children.
- Providing crisis support services for students and their families when identified by the Aboriginal Nations Education Department (ANED) of SD 61 and school-based staff and/or VNFC Programs Manager.
- Directs and assists students and families to access those schools, community and government resources that support the pursuit of educational and career goals.
- Provide a forum for focus groups and information sharing for parents and community through parenting circles and focus sessions on education.
- Maintains accurate records and documents for reporting purposes relating to student and family connections.
- Assist/consult with appropriate professional resources, VNFC Teams, school counsellors and administrative staff.
- Supervising, directing and managing volunteers to provide academic tutors for students.
- Participating in appropriate school-based meetings as requested.

KNOWLEDGE, SKILLS AND ABILITIES:
- Experience working with all school ages of youth from Kindergarten through to grade 12
- Knowledge of First Nations culture and issues affecting First Nations people.
- Knowledge of barriers affecting First Nations students and parents with the educational system.
- Strong case management skills and knowledge of integrated case management processes
- Excellent facilitation and communication skills.
- Demonstrated skills in report writing, statistical tracking and documentation: preparing correspondence.
- Physical ability to sit for long periods of time and work at a computer.
- Ability to deal with crises and/or work effectively in a high profile, heavy volume, frequent contact environment.
- Computer proficiency in Ms Office 2003, internet application and researching skills; and database familiarity
- Ability to take initiative; work independently and as part of a team
- Ability to work with parents in supporting their children as learners.
- Demonstrated ability to liaise and advocate for parents and students.
- Physical requirement - The incumbent must spend a major portion of the work hours standing, walking, and/or sitting. The incumbent may be required to do a great deal of stretching, bending and lifting.
- Criminal Record Check

EDUCATION AND EXPERIENCE:
The successful candidate will possess a combination of education and experience that satisfy all or most of the following:
- Degree or diploma in Child Care, Social Work or equivalent
- As part of this is outreach work candidate must have reliable transportation and hold valid B.C. driver’s license and clean driving record. (Recent driver’s abstract to be submitted) (Class 4 an asset)
- Experience working with the public education system.
- Experience working with Aboriginal communities and/or non-profit organizations.

SALARY: Wage scale $20.19 – 22.19 per hour (BCGEU #301)

HOURS: Monday – Friday 35 hours/week, some evening hours will be required.

COMMENCES: September 17, 2012 approximately; sooner if possible

TERM: June 28, 2013 (school year term contract for each year funded)

Please submit your resume and cover letter attention to:
Bruce Parisian, Executive Director
(by mail / fax / email to admin@vnfc.ca or in person)

No phone calls please, only those selected for interviews will be contacted. An eligibility list will be established.

Closing Date: Friday August 24, 2012 at 4:30 pm

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.