ABORIGINAL LIAISON WORKER

COMPETITION # 13-059
Non Unionized Permanent Full-Time – 35 hours per week
10 month position with possible increase subject to need
Timmins, ON

Reporting to the Superintendent, the Aboriginal Liaison Worker will act as a liaison for the Board with the Aboriginal community. He/she will be required to participate in project planning, budgeting, stakeholder management, procurement, risk management and quality control.

He/she will work in collaboration with students, parents, teachers, principals, community members/agencies, Aboriginal communities and other stakeholders to help coordinate, initiate and develop projects that will benefit Aboriginal students. The successful candidate will work with principals to instill an understanding of Aboriginal culture within the day to day activities of school life across the Board. He/she will help ease transitions for Aboriginal youth and offer assistance towards the well-being of our Aboriginal students.

Duties include:
- Liaise and develop partnerships with the Board, schools, parents, students as well as First Nations, Metis and Inuit community members and agencies within our jurisdiction;
- Work with Aboriginal communities to identify educational needs of their youth and identify programs that will meet these needs;
- Facilitate communication between school principals, students and Aboriginal families;
- Promote awareness of the Aboriginal culture within the Northeastern Catholic District School Board;
- Write and submit funding proposals for programs that will support Aboriginal learners;
- Work with Aboriginal families to clarify policies and procedures that affect their children within the Catholic education system;
- Ensure a balance of approaches is available to meet the needs of the student(s), parent(s) and/or guardian(s);
- Facilitate access to community supports for Aboriginal students and families;
- Offer support to individual and/or groups of Aboriginal students;
- Report on the progress of the initiative as required;
- Other duties as assigned by the Superintendent.
Qualifications:
- Minimum of College diploma in a related field;
- Related experience with First Nations, Metis and Inuit youth;
- Two (2) years experience working with youth;
- Solid knowledge of the First Nations community and Aboriginal partners, as well as the challenges and opportunities that are present for Aboriginal children and youth;
- Knowledge of education in Ontario and programs available for youth;
- Comprehensive, personal understanding of Aboriginal culture and language and of the challenges faced by Aboriginal young people would be an asset;
- Strong research, analytical and program solving skills to identify, assess and analyze complex or sensitive issues and propose solutions;
- Excellent communication, coordination, time management and organizational skills;
- Demonstrated ability to work effectively independently and within a multi-disciplinary team environment;
- Ability to motivate and stimulate cooperation amongst key stakeholders;
- Knowledge of computer applications (eg Wordperfect/Microsoft, Email, Internet);
- A valid driver’s license and access to a vehicle as travel will be required.

Salary: $30.62/hr to $36.19/hr

Applications may be submitted to the undersigned by
Tuesday, October 1, 2013 at 2 pm.

Mélanie Bidal-Mainville, Manager of Human Resources
Northeastern Catholic District School Board
101 Spruce Street North, Timmins, Ontario P4N 6M9
or Fax (705) 267-3590

Please quote competition number.
We wish to thank all applicants, however, only those selected for an interview will be contacted.
We are an Equal Opportunity Employer.

Rick Brassard
Chair of the Board

Glenn Sheculski
Director of Education

www.ncdsb.on.ca