

SUPPORT STAFF JOB POSTING

To: All IUOE Employees

Date: November 7, 2023

SUBJECT: JOB POSTING #2023-62

The Human Resources Office will accept applications up to **Tuesday, November 15, 2023 - Noon** -for the following position:

INDIGENOUS RESOURCE MENTOR – District

Full-time temporary district positions, 35 hours per week, effective immediately until December 31, 2023, with the possibility of extension. The terms and conditions of the IUOE Collective Agreement shall apply. Rate of pay is according to pay band 6 on the Consolidated Pay Equity Pay Scale of the Collective Agreement.

Job Summary:

The primary duty of the employee is to coach and mentor students and support families in understanding what is needed for success in school and to facilitate better communication between parents/guardians and their schools. A thorough knowledge and understanding of Indigenous culture, history and communities are essential. The successful candidates must be able to relate well with children and families of Aboriginal ancestry and, as per Section 42 of the BC Human Rights Code, preference will be given to qualified applicants of Aboriginal ancestry.

This position is open to qualified persons with Education Assistant 1 or Education Assistant 2 qualifications. Preference will be given to a person who has Education Assistant 2 qualifications.

Brief Job Description:

- a) Provides academic, career, and graduation coaching to individual students or small groups of students.
- b) Develops and supports students in setting goals to graduate and move towards a chosen career.
- c) Focuses on place-based and cultural learnings to support students in their growth.
- d) Develops and promotes shared ownership of the education of local Indigenous students through the interactive involvement of the home, school and community.
- e) Facilitates home-school-home relationships.
- f) Is a collaborative member of the school-based team, and supports the Aboriginal Entrepreneurship class.
- g) Collaborates with the District Careers teachers to connect with Career opportunities in the community.
- h) Works with the student(s) to build personal/leadership/communication skills while they are exploring possible careers for their future.
- i) Provides information sharing opportunities for parents/guardians.
- j) Performs other duties as assigned or required.

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Job Requirements

- a) Grade 12 or equivalent and a minimum of one year of relevant college courses or demonstrated successful experience working with Indigenous students.
- b) A thorough understanding and knowledge of local Indigenous history and culture as well as contemporary Indigenous issues are essential; familiarity with the Ts'msyen language would be an asset.
- c) A thorough understanding of the educational issues faced by students and families and a commitment to assist with those issues.
- d) Minimum 3 years' experience working with Indigenous children and families.
- e) Exercises discretion and confidentiality in dealing with all matters pertaining to students and staff.
- f) Transportation for home and community visits.
- g) Ability to maintain individual files, records of interviews and other reports.
- h) Willingness to take initiatives with students and families.
- i) Must have possession of an appropriate B.C. driver's license and a vehicle available for carrying out duties pertaining to the position.
- j) Current training in Basic First Aid/CPR or willingness to obtain.
- k) Computer literacy and basic computer skills required.
- l) Must be physically able to carry out the duties of the position.
- m) Must have adequate verbal and written English language skills.
- n) Must be able to communicate clearly, to understand and follow directions and to prioritize tasks.
- o) Good organizational and inter-personal skills.

**** THE INTERNAL JOB POSTING APPLICATION IS TO BE COMPLETED ****

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