



ANTICIPATORY EMPLOYMENT OPPORTUNITY

"OPEN TO TR'ONDËK HWËCH'IN CITIZENS ONLY"

Education Support Worker - Term Full Time –Anticipatory – Dependent on Funding

Posting Date: August 3, 2017

Salary: Level 7 Step 1

Closing Date 4:00pm (PST): August 22, 2017

Reporting to the Manager Education, the Education Support Worker (ESW) position proactively provides support to K-12 Tr'ondëk Hwëch'in students and their families to ensure that learning outcomes are successful and to improve the educational and personal well-being of TH students. This position will maintain a regular schedule at Robert Service School and at the TH Education Department to promote students' academic success, advocate on behalf of students, maintain regular communication with families, monitor student progress, inform TH citizens about education programs, develop positive relationships with school staff, coordinate programs/service delivery and referrals, collaborate with YFN ESWs and organize other special projects or duties as assigned by the Education Manager. The position acts as a liaison between RSS teachers, students and parents on educational and personal matters. This position is also responsible for carrying out daily operational duties, monitoring monthly budgets, work plans, activity reports, and other general administrative duties.

If this opportunity interests you, please submit a cover letter & resume clearly demonstrating the qualifications below, as selection for further consideration will be based solely on the information you provide:

Essentials:

- Minimum High School Grade 12 (or equivalency) and Diploma/Degree in a related academic field of study combined with experience working with First Nations students, schools, and communities; or an equivalent combination of training, work and experience;
- Experience working directly with children/youth in an education, social, health, and/or wellness program/service delivery environment;
- Knowledge of available community resources, programs, and services, and accessing local supports;
- Knowledge of public school environments, and the services and supports available in the public school system;
- Knowledge and understanding of the TH Self-Government Agreements, TH Final Agreement and TH Implementation Plans;
- Knowledge of the educational priorities of Tr'ondëk Hwëch'in government and TH Education;
- Broad knowledge of and experience working with other governments with respect to education programming and funding agencies;
- Broad knowledge and understanding of TH history, culture and traditions;
- Awareness of educational, cultural and social issues affecting First Nation people;
- Experience in research, analysis, and reporting;
- Experience in program planning, coordination, development and delivery to meet identified goals and objectives;
- Experience in mediating and resolving conflicts; Organizational and time management skills;
- Experience using restorative practices combined with an understanding of the connection between restorative justice philosophy and the traditional practices of indigenous cultures;
- Experience with office procedures including, creating and maintaining files, completing forms, and using a personal computer and associated software.
- Ability to organize activities, workshops and outings to meet identified goals and objectives;
- Ability to advocate for students and parents/families; Ability to be a healthy and positive role model to children/youth;
- Ability to analyze, assess and evaluate needs of students and parents to promote appropriate solutions to address identified needs;
- Ability to prepare reports, recommendations, and proposals; Ability to assume responsibility, prioritize, and meet deadlines
- Ability to manage financial, material and human resources;
- Ability to establish and maintain effective working relationships with TH government departmental staff, students, teachers, parents/guardians, community stakeholders, and Yukon government agencies;
- Ability to communicate with youth to gain their respect and attention;
- Ability to communicate effectively and diplomatically, both verbally and in writing, with students and their parents/guardians, professionals, co-workers/colleagues, Elders, agencies and organizations;
- Ability to gain the trust and cooperation of others in resolving problems and addressing concerns;
- Ability to work effectively as part of team;
- Ability to work independently and manage multiple tasks at the same time;
- Ability to analyze, problem solve and provide appropriate advice and guidance;
- Ability to maintain and communicate the importance of strict confidentiality;
- Ability to make recommendations, presentations and communicate ideas;
- Ability to interact effectively with committees, parents/guardian/caregivers, youth, and colleagues in a professional workplace setting (school and/or government environment);
- Cross cultural awareness, sensitivity and understanding; Conflict management and dispute resolution abilities.

Conditions of Employment:

- Mandatory confidentiality is a condition of employment for all Tr'ondëk Hwëch'in personnel. Failure to meet this requirement could result in dismissal. Criminal Records Check with Finger Print Check is mandatory;
- Clear Driver's Abstract
- Standard First Aid (SFA) Certification within six months from the date of hire;

A detailed job description is available upon request.

For more information, contact Human Resources

Phone: (867) 993-7100 – EX: 112 or 126 Fax: (867) 993-6553

Email: hrjobs@trondek.ca

Mail: Tr'ondëk Hwëch'in Government, P.O. Box 599, Dawson City, Yukon, Y0B 1G0

Physical Location: 1242 Front Street, Dawson City, Yukon

We thank all applicants, but only those selected for further consideration will be contacted.

"To work together, to speak with one voice and to serve Tr'ondëk Hwëch'in Citizens in the pursuit of a strong, healthy, and united future."