



Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations

CAREER OPPORTUNITY

K-12 EDUCATION WORKER

The Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations (KCFNs) are a progressive, forward-thinking, modern, First Nations Treaty Government. We are growing & seek a career-minded, dedicated, hands-on, professional to assume the role of *K-12 Education Worker (EW)*. The EW works with young persons in the K-12 system - serving KCFN members and children who reside in and outside of Houpsitas. He or she provides monetary and other resources to ensure KCFN youth are getting the supports they need as they move from Kindergarten to Grade 12.

This f/t, permanent, position is based out of the Campbell River or Houpsitas (Kyuquot) Offices. The EW role comes with a competitive wage, benefits/pension & time off to achieve work-life balance!

What you'll do:

- Encourages and supports students of all ages to achieve short- and long-term goals
- Assists the ED with the *Local Education Agreement* (and provides input when needed)
- Receives, reviews, and processes *School Allowances* on a quarterly basis (typically in December, March and June of each year)
- Circulates and processes *School Supplies Applications*
- Liaises with K-12 schools to support students where that support is needed
- Liaises with parents to provide support with any challenges that arise during the school year
- Connects parents/guardians with available community resources
- Sources-out and works with a number of organizations to understand their services and resources – and facilitates access between community members and those resources
- Circulates and assists with scholarships, bursaries, other financial awards, and graduation applications
- Connects with parents/guardians to improve educational outcomes for students
- Provides coverage and support to the Education Manager and the Education Director when they are absent (and participates in cross-training for that purpose)
- Other duties as assigned by the management

Our ideal candidate:

- Post-secondary diploma or certificate in arts and sciences, education, social work, training & development, or youth work – *strong asset*
- Grade 12 diploma

- Experience working in an educational setting in an advisory support/role – *asset*
- Experience using Office 365, Google docs, Adobe and other software programs
- Experience organizing projects and good math skills
- Strong organizational, communication and conflict resolution skills (trauma informed)
- Well-honed presentation skills and public speaking
- Demonstrated experience connecting, supporting, coaching, and developing people
- Experience working with First Nation organizations (in a remote setting)
- An understanding and appreciation of Nuu-chah-nulth culture/language/protocols

OTHER

- Capable and willing to travel locally and regionally (ie training, meetings, client support)
- Capable and willing to travel via boat/plane and on remote logging roads
- A valid driver's license and clear driver's abstract – *required if using KCFN vehicles*
- Regional travel (ie Campbell River to Houpsitas with some overnight stays)
- WHMIS, first aid, violence & harassment prevention training (or willing to complete)
- Willing to sit on KCFN's Occupational Health & Safety Committee
- An acceptable *enhanced* Police Information Check (formerly known as an enhanced RCMP criminal record check) - *required*

**** This competition is open to applicants who are legally entitled to work in Canada****

CLOSING DATE & TIME: Open until filled

START DATE: ASAP

STATUS: Full-time-time, Permanent

DATE POSTED: Jan 29/24

COMPENSATION: \$25-26 per hr + benefits/pension

TO APPLY: E-mail cover letter & resume to *Dwayne Worthing, HR Manager*, at:
dwaynew@kcfirstnations.com citing "EW" in the subject heading of your e-mail.

In accordance with the provisions of the KCFN Gov't Personnel Act & the BC Human Rights Act, preference may be given to Indigenous applicants.

We thank all those who apply, however only those shortlisted will be contacted for interviews.