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

K-12 Education Support Worker (ESW)

Reporting to the Education Manager, the Education Support Worker (ESW) plays an important role in helping K-12 students thrive academically, personally, and socially. Working closely with students, families, Kyuquot Elementary Secondary School (KESS), and community partners, this role promotes school attendance, student engagement, and positive educational outcomes while helping remove barriers to success.

The ESW also strengthens connections between the school, KCFN families, and the community, while supporting senior students with career exploration, post-secondary planning, campus tours, and transitions to further education, training, or employment.

Duties/Tasks/Responsibilities:

The duties and responsibilities of the ESW include (but are not limited to):

- Lead Supports K-12 students and families in achieving educational goals, improving attendance, overcoming barriers, and accessing appropriate school and community resources
- Collaborates with Kyuquot Elementary Secondary School (KESS), KCFN families, community partners, and the Education Team to strengthen relationships, promote student engagement, and support positive educational outcomes
- Assists Grade 11 and 12 students with goal setting, career exploration, post-secondary planning, applications for scholarships and bursaries, campus tours, and transitions to further education, training, or employment
- Connects students transitioning to communities such as Campbell River, Nanaimo, and Victoria with appropriate resources, services, and supports
- Assists with Local Education Agreement activities, school allowance processing, scholarship and graduation applications, and other Education Department programs and initiatives
- Maintains accurate and confidential student records, participates in departmental planning and meetings, and provides cross-training and coverage for the Education Manager and Education Director as required
- Performs other related duties as assigned by management

Qualifications:

- Grade 12 diploma required; post-secondary education in education, social work, youth work, human services, or a related field is an asset
- Experience working with children, youth, and families, particularly in education, attendance support, career planning, or post-secondary transitions, is an asset

Dwayne Worthing, Chief Human Resources Officer
KCFN Human Resources Dept
1250-C Ironwood Street, Campbell River, BC, V9W 6H5 **Tel: 250-287-2775** **www.kyuquotbc.ca**

- Strong communication, relationship-building, coaching, organizational, and record-keeping skills, with the ability to work collaboratively with students, families, schools, and community partners
- Proficiency with Microsoft Office 365, Google Workspace, Adobe, and other relevant software
- Experience working with First Nations organizations, particularly in rural or remote communities, is an asset
- Willingness and ability to travel locally and regionally, including between Campbell River and Houpsitas, by boat, plane, or remote logging roads, with occasional overnight stays
- Valid driver's licence and acceptable driver's abstract required when operating KCFN vehicles
- Acceptable Enhanced Police Information Check required

DATE POSTED: TBD

START DATE: ASAP

STATUS: Temporary (20-25 hrs per week)

CLOSING DATE & TIME: Open until filled

WAGE: $25.00 - $26.00 an hour

BASED OUT OF: Kyuquot, BC

TO APPLY: E-mail cover letter & resume to: *Madelyn Mason, HR Advisor*, at madelynm@kcfirstnations.com citing "**ESW**" in the subject heading of your e-mail.

In accordance with the* Canadian *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.

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