

## JOB DESCRIPTION

<b>Position</b>	<b>Family Liaison Worker</b>
<b>Portfolio</b>	Instruction and School Operations
<b>Reports To</b>	School-based Administrator; Coordinator, Student Supports
<b>Location</b>	Assigned School(s)
<b>Salary Range</b>	Family Liaison Worker Salary Grid, CUPE

<b>JOB PURPOSE</b>
<p>The Family Liaison Worker is responsible for supporting families and the school by supporting transitions and effective participation of students and parents in the school, liaising with families and First Nations communities and leaders, and bridging cultural differences to ensure all students feel a sense of place, caring and belonging in the school.</p>
<b>PRIMARY RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Facilitate the relationship between the home and school environment for students and families to encourage regular school attendance and support student achievement by acting as a communication liaison, helping all students feel welcome in the school, organizing information sharing forums and workshops and helping parents to advocate for the academic, social and emotional well-being of their children.</li> <li>• Liaise between the First Nations Education Coordinators and School-based Administrators to provide support for attendance and academic concerns and arranging for parental consent to report to the First Nation.</li> <li>• Participate in school-based teams to provide support to students and families transitioning into the school.</li> <li>• Act as a navigator for students to collect, organize, and access academic support.</li> <li>• Communicate about and encourage student and family participation and engagement in the school and school activities.</li> <li>• In collaboration with the Community School Worker and other school staff, attend, coordinate and deliver authentic and appropriate cultural activities and ceremonies for students, schools and communities.</li> <li>• Responsibilities may be reviewed and assigned from time to time by the direct supervisor.</li> </ul>
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>
<ul style="list-style-type: none"> <li>• Excellent interpersonal skills to effectively engage with a wide range of client groups and understanding of how to deliver culturally responsive services to a diverse group of clients.</li> <li>• Excellent problem-solving skills and solution focused interaction.</li> </ul>

<ul style="list-style-type: none"> <li>• Communication and reporting skills through documentation and record keeping, as well as verbal interactions.</li> <li>• Deep knowledge of Aboriginal ancestry, culture, teachings and traditions including Métis, First Nations and Inuit.</li> </ul>
<p><b>COMPETENCIES</b></p> <ul style="list-style-type: none"> <li>• Service Orientation – Giving superior service to both internal and external clients by displaying professional and respectful behaviors in all interactions. Demonstrates commitments to clients by providing timely and proactive service.</li> <li>• Communication – Clearly convey information to a variety of audiences using the tools necessary, engaging the audience to ensure the message is delivered and understood, creating a positive first impression with confidence and respect.</li> <li>• Time Management and Organization – Maximizes time in order to accomplish as many tasks as possible in a timely manner keeping in mind prioritizing tasks as needed. Setting out goals and objectives as well as the work plans required to complete them.</li> <li>• Teamwork – Shares knowledge and experience with team members and others and solicits input and feedback from others to help the team problem solve and solution build. Respects contributions from all team members, demonstrating cooperation and supports team decisions.</li> <li>• Accountability – Takes personal ownership and responsibility for the quality and timeliness of work commitments. Follows organizational guidelines, professional standards, regulations and principles. Demonstrates reliability and integrity on a daily basis.</li> <li>• Confidentiality – Prairie Valley School Division employees are expected to respect the confidential nature of their positions and shall keep confidential any and all information they acquire during the course of their employment that would be reasonably considered to be personal or confidential.</li> </ul>
<p><b>QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Grade 12 diploma or equivalent</li> <li>• A minimum of 1-3 years experience working with children and youth</li> </ul>
<p><b>WORKING CONDITIONS</b></p> <ul style="list-style-type: none"> <li>• 35 hours per week, 10 months per year</li> <li>• Conditions of employment as per CUPE agreement</li> <li>• Regular travel between communities and schools is required using a private vehicle with employer-paid mileage.</li> </ul>
<p><b>DIRECT REPORTS</b></p> <p>N/A</p>


**Approved by:**

Supervisor Name: Lorrie Rogala

Supervisor Title: Coordinator, Student Supports

Signature: 

Date: June 29, 2017

Deputy Director Reviewed 

Last Updated: June 2017