

TITLE: Indigenous Support Worker
SECTION: As Appointed
REPORTS TO: Principal or Delegate

SUMMARY:

Under the general supervision of Principal or Delegate, provides guidance and works with teachers in support of indigenous students with respect to social, emotional, hygienic and nutritional growth.

DUTIES:

1. Provides a positive indigenous role model for students and promotes communication. Is highly visible within the school, and is available on a consistent daily basis.
2. Provides individual assistance and guidance to students with particular social and emotional problems. Works in conjunction with school counsellor and interdisciplinary team as an advocate for students to provide on-going support to children and youth.
3. Monitors development of students on a daily basis and implements appropriate strategies for social and emotional growth of students as well as responding to emergent crises.
4. Enhances an awareness and understanding of cultural differences and events to enable teachers to more effectively meet the educational needs of indigenous children and youth.
5. Promotes an awareness and understanding of the school system requirements for indigenous parents and grandparents which may include home visits.
6. Implements and or assists with the breakfast, lunch and/ or nutritional programs to promote good nutrition.
7. Provides cultural advice to Principals, School Counsellor, Home-School Coordinator, School-Based and interdisciplinary Teams in devising effective discipline strategies and interventions.
8. Liaises with interdisciplinary teams, external, and government agencies such as Health, Social Services in matters of student welfare.
9. Advises students in health, personal hygiene, nutrition, and wellness needs.
10. Maintains a daily journal of student communication, health, socio-emotional, and behavioural issues and activities of students for the Principal; records services provided to indigenous students.
11. Maintains a supply of clothing for distribution to students when necessary.
12. Attends court cases when requested in a supportive capacity for students.
13. Transports students in district or district-authorized vehicles as required.

14. Maintains a flexible daily work and break schedule to meet the needs of the program.
15. Operates a personal computer, laptop, photocopier, fax machine, and/ or other technology for educational purposes.
16. May, on occasion, be required to perform other job-related duties as assigned.

QUALIFICATIONS:

Education - the applicant must have completed

- Grade 12
- Supplemented by successful completion of a college recognized program of studies in youth and/or academic training of up to one academic year

Skills - the applicant must have

- Understanding of basic behaviour management techniques for example, non-violent crisis prevention intervention training.
- Understanding of Indigenous culture.
- Proficiency in written and spoken English consistent with assignment.
- Possess Food Safe Certificate

Experience - the applicant must have

- Experience working with children and youth in a formal educational setting for a period of greater than 12 months.

Physically Fit - The applicant must be

- Physically capable of performing the job duties.

Other - the applicant must

- Be able to follow established methods and procedures exercising independent judgment when required and be able to recommend changes.
- Show tact, courtesy and discretion in dealing with people in the course of his/her duties.
- Acknowledge the need for confidentiality with regard to information seen and/or heard in the course of his/her duties.

APPENDIX G

JOB EVALUATION

COVERING

SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)

(EMPLOYER)

AND

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 606

ADVICE OF RATING

EMPLOYEE NAME:	
JOB TITLE:	80 - Indigenous Support Worker
LOCATION:	Schools
EFFECTIVE DATE:	September 11, 2020

This is to advise that the rating for the job to which you have been appointed is as follows:

JOB RATING

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	4	5	2	3	3	4	1	2	1	3	3
Total Points	293										

RATING CLASSIFICATION: LEVEL	11
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#80

Revised: Sept. 11, 2020

Created: Nov 19, 2013