



Applications are being accepted for the position of:

**INDIGENOUS TRADES PROGRAM WORKER**

**SUMMARY:**

Under the general supervision of the Principal or Delegate, provides guidance and works with teachers in support of Indigenous students with respect to social, emotional, hygiene, and nutritional growth. Assists in the delivery of the Trades Sampler program to students. Participates in the delivery of work project(s) to students.

**DUTIES:**

- Assists professionals and staff in the delivery of the Trade Sampler program. Participates in the planning, coordinating and delivery of an instructional trades work projects for Indigenous students. Ensures that safety procedures are adhered to.
- Requisitions project materials and supplies; maintains project records and completed purchase order files.
- 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.
- Provides individual assistance and guidance to students with particular social and emotional issues. Works in conjunction with the school counsellor and interdisciplinary team as an advocate for students to provide on-going support to children and youth.
- 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.
- Enhances an awareness and understanding of cultural differences and events enabling teachers to meet the educational needs of Indigenous children and youth more effectively.
- Promotes an awareness and understanding of the school system requirements for Indigenous parents and grandparents which may include home visits.
- Implements and or assists with the breakfast, lunch and/or nutritional programs to promote good nutrition.
- Provides cultural advice to Principals, School Counsellor, Home-School Coordinator, School-Based and interdisciplinary teams in devising effective discipline strategies and interventions.
- Liaises with interdisciplinary teams, external, and government agencies such as Health or Social Services in matters of student welfare.
- Advises students regarding health, personal hygiene, nutrition, and wellness needs.
- 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. 13. Attends court cases when requested in a supportive capacity for students.
- Maintains a flexible daily work and break schedule to meet the needs of the program.
- Operates a personal computer, laptop, photocopier, fax machine, and/ or other technology for educational purposes.
- On occasion, transport students to and from work activities, community/school programs or home.
- 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 up to one academic year in the study of Child and Youth Care or equivalent training and experience.
- Training combined with experience in a construction trade (building) of a period greater than 24 months.
- Possess current Food Safe Certificate
- Possess current St. John Ambulance "Emergency Child Care" first aid certificate or equivalent.

Skills - the applicant must have:

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

Experience - the applicant must have

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

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.
- Physically capable of performing the job duties.

This is a unionized position. Job description #104 is available at [sd79.bc.ca](http://sd79.bc.ca).

Please forward completed resumes including official transcripts, certificates and a covering letter indicating how you believe you meet our qualifications, and three work references with permission to contact. Please submit electronic applications as one PDF.

Applications will be accepted on an ongoing basis until filled and can be dropped off at the School Board Office, emailed or faxed to:

Jenny Christenson, Staffing Officer and Systems Analyst  
Cowichan Valley School District  
2557 Beverly Street, Duncan, BC V9L 2X3  
Email: [jchristenson@sd79.bc.ca](mailto:jchristenson@sd79.bc.ca) Ph: 250-748-0321 (ext. 282) Fax: 250-748-6591

Thank you for your interest in this casual position. Only those selected for an interview will be contacted.