


## EDUCATION LIAISON JOB DESCRIPTION

	Department	Residential
	Immediate Supervisor	Team Supervisor
	Location	Sudbury or Manitoulin
	Salary Range	N/A
	Employment Status	Contract to March 31, 2020 (possibility of extension based on available funding)

### GENERAL DESCRIPTION

Reporting to the Service Supervisor, the Education Liaison will improve educational outcomes for children and youth in care, in customary care, and in a Voluntary Youth Services Agreement. The Education Liaison coordinates educational supports, and provide culturally response system navigation support for eligible children and youth. The Education Liaison help to resolve issues that impact eligible children and youth's learning, and strengthen relationships amongst societies, schools, public school boards, First Nations school authorities, and community partners in order to improve the education outcomes of eligible children and youth.

### Service Responsibilities

Under the direction of the Service Supervisor, the Education Liaison is responsible for:

- Ensure the program eligibility criteria are met.
- Act as a navigator for children and youth in care within the school system and help to resolve issues that impact student learning (e.g. transitions between schools, suspensions, special education); and, help children and youth in care to receive educational services and supports to help them achieve the educational goals that are relevant to them.
- Work with the Agency, First Nations and school board(s) to address student transportation needs.
- Facilitate access for children and youth in care to existing educational supports and resources in the school system or the community by providing information and referrals that address individual needs and both supports and reinforces strengths.
- The resources and supports as Education Liaison may provide referrals to include: specialized educational services, tutoring supports, mentoring resources and training and/or skill development opportunities.
- Facilitate the timely exchange of information between schools, First Nations and Agency including reference to existing education protocols.
- Leverage existing resources in the child welfare and education systems through referral and collaboration e.g. student success leads.
- Strengthen relationships amongst schools, school boards/authorities, Agency and community partners and the member First Nations.
- Foster communication and linkages with community agencies/organizations to improve access and mitigate barriers to educational services and supports for children and youth in care.
- Build system capacity among agency and educational staff regarding how to improve services to meet educational needs of children and youth in care.
- Education Liaisons will meet with children and youth and supporting adults (e.g. caregivers, teachers, counsellor, case workers) directly; and, through other forms of communications which may occur in educational or community-based settings.

### Organizational Responsibilities

As a representative of Kina Gbezhgomi Child and Family Services, the Employee is responsible for:

- Contribute to the culture of the agency through sharing and building knowledge and understanding, respect and sensitivity of the Anishinabek culture, traditions and the Seven Grandfather Teachings;
- Reflecting and interpreting the Agency Vision, Mission and Core Values in his/her own work with enthusiasm and commitment;
- Acting in accordance with relevant legislation and Agency Policies and Standards and Procedures;
- Proposing changes within Kina Gbezhgomi Child and Family Services that would improve the quality of service to Anishinabek children, families and communities;

- Developing and maintaining respectful cooperative working relationships that will contribute to the integrated, seamless delivery of services to Anishinabek children, families and communities;
- Understanding his/her role and responsibility in maintaining a safe workplace and preventing workplace injuries;
- Ensuring accuracy, confidentiality and safekeeping of agency records; and,
- Participating constructively in the supervision process with the immediate Service Supervisor.

## **QUALIFICATIONS:**

### **Education and Experience**

- Preferred education is a Bachelor of Social Work Degree.
- Must have a minimum of a Social Services Diploma or Native Child and Family Worker Diploma
- Must have two (2) years work experience in the delivery of social service programming targeting youth and families, preferably within an Anishinaabe community and/or organization.
- Must have traditionally earned learning through hands on experience about Indigenous cultural beliefs, values, customs, traditions, healing ways, ceremonies, and protocols.
- Must have Life experience and knowledge of and sensitivity to values, beliefs, and needs of the Anishinaabe community.
- Must have demonstrated experience in engaging target group(s).

### **Knowledge and Skills:**

- Working knowledge of the education system from daycare to university.
- Working knowledge of community resources and educational programs and services.
- Knowledge of at-risk youth-related issues, such as addictions, human trafficking, sexual orientation/identity, peer/social culture, human development, violence, teen pregnancy and gangs.
- Knowledge and understanding of flexible, diverse, traditional and non-traditional support, advocacy and intervention processes.
- Knowledge and understanding of the Child, Youth and Family Services Act, the Mental Health Act and other relevant education legislation.
- Proven ability to establish an excellent rapport youth; and, working with First Nation communities.
- Strong organizational and administrative skills including completion of monthly reports coupled with proficient soft-ware computer skills
- Personal attributes include; time management, strong interpersonal skills, initiative, flexibility, and well developed communication skills.
- Demonstrated proficiency in crisis intervention, conflict resolution, and mediation.
- Effective problem solving, advocacy and assessment skills.
- Ability to understand or speak the Anishinaabe language would be considered a definite asset.

### **Conditions of Employment**

- Must provide a clear Police Records Check with Vulnerable Sector Screening Check;
- Must possess a valid standard First Aid/CPR certificate or be willing to obtain one;
- Must have a class 'G' Ontario Driver's License, access to a personal vehicle and be able to travel; and,
- Ability to work flexible hours as determined by the Supervisor or designate in relation to service delivery requirements.

### **Physical Demands & Work Environment**

- The traditional practices of the Anishinabek will expose staff to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage or cedar that will occur within the workplace or work setting.
- While performing the duties of this job, the "Position" will typically be in an office setting, the delivery of activities likely will be off site.
- The employee can expect to work a flex schedule that may require work overtime when required or during emergency situations.
- The employee may be exposed to potentially hazardous environments including driving conditions and volatile situations during home visits.

**NOTE:** This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.

## Certification - Acknowledgement of Receipt

<b>I certify that I have read, understand, and agree to the responsibilities and duties assigned to the position.</b>		
Employee's Signature	Print Name	Date (dd/mm/yy)

<b>I certify that this job description is an accurate description of the responsibilities and duties assigned to the position.</b>		
Service Supervisor's Signature	Print Name	Date (dd/mm/yy)

<b>I approve the delegation of responsibilities and duties outlined herein within the context of the organizational structure.</b>		
Service Manager's Signature	Print Name	Date (dd/mm/yy)