

EDUCATION LIAISON JOB DESCRIPTION

	Department	Jordan's Principle Team
	Immediate Supervisor	Education Team Lead
	Location	Manitoulin Island
	Salary Range	In Accordance with the Salary Grid

Kina Gbezhgomi Child and Family Services (KGCFS) proclaims that we are an Anishinabek Agency servicing Anishinabek people to ensure services are delivered by honouring the Anishinabek way of life. KGCFS is derived from the overall cultural context of the Anishinaabe people. Other conventional child welfare services or approaches may be used and added to supplement the Anishinaabe cultural core of the agency. KGCFS believes that child welfare services outside the Anishinaabe cultural core are secondary to the primary Anishinaabe cultural core, and that child welfare services that are responsive to the cultural circumstances of the Anishinaabe client population take priority. KGCFS will be culturally grounded in its Anishinaabe foundation, beliefs and practices and will be culturally responsive in its delivery of service while striving to educate, retain and protect traditional Anishinaabe practices.

OVERVIEW

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 provides 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 to improve the education outcomes of eligible children and youth.

DUTIES & RESPONSIBILITIES

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.
- Work collaboratively with all agency staff, biological parent(s) and caregiver(s), extended family and the member First Nations as required within your respective position of service.
- Create an anti-oppressive work environment while modeling respect, professionalism, and act as a positive role model with integrity.
- Will complete a Historical Awareness / Self- Assessments and develop an Individual Wholistic Wellness Plan including a Competency Based Assessment Tools to develop a Cultural Training Plan and passport with intent to monitor wellness and enhance and measure cultural congruencies.

- Will actively participate in agency sponsored cultural training, staff development and educational opportunities, cultural activities, events, and ceremonies with intent to enhance cultural congruencies.

QUALIFICATIONS

Education

- 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

Experience

- 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).
- Experience in working within an Anishinaabe Child and Family Well-Being Services is preferred or proven experience in working with Anishinabek people.
- An individual of Anishinaabe ancestry is preferred with genuine understanding and lived experiences of Anishinaabe worldviews, traditions, customs, and practices.

Conditions of Employment

- Provide a clear Police Records Check and/or Vulnerable Sector Screening Check (As determined by the police department).
- Possess a valid standard First Aid/CPR certificate or be willing to obtain one.
- Have a class 'G' Ontario Driver's License, an acceptable Drivers Abstract, access to a reliable vehicle and be able to travel. A requirement of \$1M Liability Insurance is required if you transport clients
- Willing to carry an agency cell phone, IT equipment, and drive agency vehicle as needed.
- Can sit/stand for extended period in front of computer.
- While performing the duties of this job, the position will typically be within an office setting both on and off site from assigned office location.
- Work a standard work week of 35 hours per week, however, the ability to work flexible hours may be required.

SKILLS, KNOWLEDGE, & ABILITIES

- The ability to speak the Anishinaabe language is a definite asset and / or willingness for continual learning. Preference will be given to applicants who can speak or write Ojibway, provided they have skills, ability, and qualifications to do the job.
- 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.

CULTURAL COMPONENTS

- Possess knowledge, respect, and sensitivity of the Anishinaabe culture and be committed to helping Anishinaabe families strengthen and achieve Mino Bimaadizowin (living the good life) through healthy level of well-being.
- Expert knowledge of Anishinaabe history and oppression including colonization, government interventions including federal and provincial laws, jurisdictions, policies, and effects to Anishinabek.
- Strong commitment to helping Anishinaabe children and their families in ways that respect Anishinaabe cultural and spiritual healing practices.
- Proven expertise in ability to perform with cultural safety, cultural sensitivity, and cultural humility with skill to encourage healing.
- Honour all children and youth who may be in transition equally and strive to provide the required supports for Lesbian, Gay, Bisexual, Transgender, Queer, and 2-spirited individuals to achieve healthy self-esteem and life enrichment.

WORK ENVIRONMENT

- Given the traditional practices of the Anishinabek, (from time to time) you may be exposed to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage, or cedar which may occur within the work setting.
- The incumbent can expect there will be times they will encounter inclement weather conditions during course of driving.
- All employees are required to follow the KGCFS COVID-19 Policy.

PHYSICAL DEMANDS

- Sufficient vision and hearing to perform all job duties.
- Able to perform physical and mental activities related to the job duties.
- Able to occasionally lift to 12 kg (25lbs) and operate related equipment.

- While performing the duties of this job, the “Position” will typically be in an indoor setting, the delivery of activities will most likely be held outdoors.

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.

ACKNOWLEDGMENT OF RECEIPT

I certify that I have read, understand, and agree to the responsibilities assigned to the position. I further understand that other duties may be assigned, or my role modified as necessary to meet changing needs of the organization.

Print Name	Employee's Signature	Date (DD/MM/YYYY)

I certify that this job description is an accurate description of the responsibilities assigned to the position at present. Management reserves the right to amend roles or duties as required.

Denise Morrow		
Print Executive Director Name	Executive Director Signature	Date (DD/MM/YYYY)