

Secondary School Liaison

Employer: Batchewana First Nation

Posted: 13 months ago

ES Job ID: 13998

Sector(s): Education, Office & Administration

Closing Date: March 24, 2023

Location: Batchewana First Nation

Duration: N/A

Job Description:

SECONDARY SCHOOL LIAISON

Batchewana First Nation

Salary Range: \$22.85- \$25.50/hr

Who We Are

The Ojibways of Batchewana First Nation (BFN) are a progressive and vibrant Indigenous community situated on the northeastern shore of Lake Superior adjacent to the City of Sault Ste Marie, Ontario. The First Nation is comprised of four land bases: Rankin, Goulais Bay, Obadjiwon, and Whitefish Island.

Batchewana First Nation has the charm of small-town life with access to urban areas and proximity to the international bridge. As part of the Association of Iroquois and Allied Indians and signatories to the Robinson Huron Treaty, Batchewana First Nation assert their sovereignty, jurisdiction, and expressions of nationhood through a multitude of approaches each and everyday.

Position Summary

Under the direction of the Education Director, this position will maintain and promote supportive relationships with students, parents, and community to ensure academic success and positive personal development by engaging with schools (teachers, principals, mental health workers, etc.), social service and indigenous agencies, and organizing and participating in educational events.

Key Duties & Responsibilities

- Mentor, support and foster positive academic, career and personal development with our BFN elementary student families through appropriate documentation, tracking, and referrals.
- Attend case management meetings as needed with applicable BFN staff and external partners (i.e. School staff, Nog, etc.).
- Conduct referrals for student families to address any academic, attendance, behavioral/emotional and special education needs for their academic and personal development
- Build and maintain positive relationships with schools and external organizations to support student success.
- Conduct school visits to provide individual programming as needed.
- Develop and implement group programming such as strong girls, summer safety, etc.
- Advocate for youth who may require additional supports, assessments or updated assessments to best support their academic and personal development.
- Provide support to parents/legal guardians during case management meetings, parent/teacher meetings, etc.
- Verify student statistical data and academic related expenses to ensure compliance with Indigenous Services Canada (ISC) requirements.
- Complete administrative tasks relating to the successful execution of secondary school programming, such as maintaining case notes, file retention, maintaining student files, tracking student progress and trends, responding to inquiries by phone and email, preparing letters, preparing workplans, future programming planning, etc.

Why BFN?

Developing diverse and unique partnerships, Batchewana is an ambitious First Nation with an entrepreneurial spirit. BFN is seeking employees that can compliment their thriving professional landscape while continuing to promote Indigenous culture and their long history of protecting and upholding inherent obligations. Guided by the 7 Grandfather Teachings, Batchewana First Nation is seeking driven individuals who can work together to uphold self determination efforts of the Anishinaabe Peoples and communities. Keeping in mind the wisdom of our Elders, and the future for our youth, BFN encourages employees to continue to create a path forward in building our Nations as strong, healthy Peoples respectful of ourselves, each other, and all creation.

How We Operate

Batchewana First Nation is Governed by an elected Chief and Council and operates under a Senior Management team comprised of Program Directors and the Chief Executive Officer. Both Political and Administrative leadership value the efforts and hard work of the BFN workforce and foster an environment of collaboration and respect.

What Can We Offer You for All Your Hard Work?

- Group Insurance Benefits- Life, LTD, Medical, Dental and Vision Coverage
- Pension Plan- BFN will match Employees contribution
- Paid statutory Holiday and Monthly sick time

Required Skills:

QUALIFICATIONS & EXPERIENCE:

- College diploma in social services or related field with 1-year related experience
- ONECA NCTP Certificate an asset
- Member in Good Standing with the Ontario College of Social Workers and Social Service Workers (OCSWSSW) an asset

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge and understanding of BFN's policies and procedures.
- Knowledge and awareness of BFN's Education Programs and activities.
- Knowledge of the culture and traditions of BFN.
- Knowledge of computer programs including Microsoft Office, Zoom and other programs as deemed necessary for this position by the First Nation.
- Knowledge of school administration, distance education, the Ontario Elementary and Secondary Education system.
- Knowledge of the barriers Indigenous peoples face in obtaining education.
- Possess strong organizational skills.
- Good communication skills.
- Data management skills.
- Ability to demonstrate empathy and compassion towards students and families.
- Ability to communicate professionally and exercise discretion.
- Ability to work unassisted and in collaboration with others.
- Possess an outgoing, welcoming and inclusive personality.



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How to Apply:

Please forward your cover letter and resume to email:
humanresources@batchewana.ca Subject Line: Secondary School Liaison

ALL APPLICATIONS MUST BE RECEIVED BY March 24 2023 AT 12:00 PM (Noon).

We thank all applicants for their interest, however only those selected for an interview will be contacted.

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