



Malahat

Malahat Nation

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JOB TITLE	Education Liaison
REPORTS TO	Director of Community Programs
STATUS	24-hours per week <i>(permanent part-time includes benefits with option to work less hours with no benefits)</i>
START DATE	As soon as possible
COMPENSATION	\$30-40 per hour subject to education and/or experience

Malahat Nation represents approximately 350+ members with two reserve lands located on the western shore of Saanich Inlet, south of the village of Mill Bay, about 40-kilometres north of Victoria, British Columbia. Malahat Nation is looking for the right candidate(s) to join our Community Programs Department. Malahat Nation places great importance on increasing the participation and success rates of Malahat Nation members in education and training. It is through education and training that we can support capacity building towards economic self-reliance and self-government. Our staff are offered a pension and benefits plan, and opportunities for professional growth and development.

PURPOSE: The Education Liaison will provide supports to children, youth, families, and staff in navigating the public education system (K to 12) to foster better educational outcomes for the children and youth we serve. The Main purpose of this role is to advocate and help students succeed as their advocate by developing and maintaining relationships with students, parents/guardians, teachers, administrators and community agencies. *This is a permanent part-time position working at Malahat Nation and at the schools with School District 79, over a 3-year term contract.*

RESPONSIBILITIES:

- Assist in the achievement of the goals of the Malahat Nation and School District 79 Local Education Agreement;
- Provide awareness and share information of the LEA to parents and teachers;
- Set up home visits and office meetings with parents, students, teachers and support staff;
- Meet with school-based teams weekly at local schools as needed; attend monthly check in meetings with Director of Community Programs and School District 79;
- Direct and support students and families to access schools, community and government resources that support the pursuit of educational and career goals;
- Facilitate building relationships between families and the school;
- Assist families and advise on education and school issues that may arise;
- Consult with teachers, school counsellors, support staff and Malahat Nation Education staff as needed;
- Organize community events and activities that support families such as introduction and greeting to this service, parent teacher meet n greets and other Malahat Nation Community events;
- Provide a forum for focus groups and information sharing for parents and community through parenting circles and focus sessions on education;
- Work with parents/ guardians to support their children as learners;
- Provide student and family supports through school transitions;
- Connect and support in programs for school aged children including spring and summer programs;
- Maintain records and documents relating to family/ student connections and school/student meetings;
- Collaboratively help create “Personal Life Plans” as a support for students through their education;
- Provide an interim progress report to Director of Community Programs, including but not limited to a year-end fiscal overview report to Malahat Nation Chief and Council and School District 79 Board;
- Adhere to COVID-19 Policies and Malahat Nation Policy and Procedures
- Other duties as required.

EDUCATION AND EXPERIENCE:

- Bachelor of Education Degree or a minimum of two (2) years relevant experience in the education sector i.e. working with indigenous children and youth in either an educational environment, child and youth counselling, child and youth care work or social work or equivalent;
- Current CPR and standard First Aid training required
- Current Criminal Record Check (CRC) including vulnerable sector search prior to employment
- Valid BC Driver’s License and acceptable driver’s abstract, and access to a reliable vehicle is required;
- Effective, December 3, 2021: Malahat Nation has implemented a vaccine mandate requiring all employees to be fully vaccinated against Covid19 to be eligible for employment. *All individuals must show Proof of Vaccination as a mandatory condition of their employment.*

KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of BC’s education system and strong connections with the education sector;
- Experience and knowledge of diversity, equity and inclusion issues impacting children, youth, and families;
- Familiar with HTML, Microsoft Office Suite programs, word-processing, spreadsheets and presentations;
- Well developed problem-solving and mediation skills;
- Excellent written and verbal communication skills to share information in a clear, concise, and accurate manner;
- Strong organizational and planning skills;

- Ability to maintain and respect confidentiality of students and families
- Strong ability to set and follow personal and professional boundaries
- Experience working in Indigenous Communities and a willingness to learn about Malahat culture, customs, and traditions is an asset
- Experience working independently and, in a team, to create a positive, supportive and flexible work culture
- Confidence in working with children and youth

*Interested applicants are invited to submit a current resume, a detailed cover letter and three references.
Please reference the Job Title in the 'Subject Line'.*

Human Resources Department, Malahat Nation

In person, fax 250-743-3251 or via email

Email: careers@malahatnation.com

Website: <https://malahatnation.com/jobs/>

Closing Date: 4:00pm Tuesday, October 4, 2022

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. We thank all applicants in advance but only those selected will be contacted.