



**Mi'kmaw/Indigenous Student Support Worker
Programs and Student Services**

Scope of Responsibilities

The Mi'kmaw/Indigenous Student Support Worker will contribute to the support for Mi'kmaw and other Indigenous students to ensure improved achievement and a positive school experience. The Student Support Worker will develop strategies to help students achieve success, will support School Principals on initiatives which address student achievement for Mi'kmaw and other Indigenous students, and work with School Principals and staff in developing effective communication links for Mi'kmaw and other Indigenous youth and their families. Working collaboratively with the Regional Coordinator of Mi'kmaw Education Services, principals and school staff, the Student Support Worker will demonstrate a strong commitment to facilitating student success. The Student Support Worker reports directly to the Regional Coordinator of Mi'kmaw Education Services.

Competencies Required

The Mi'kmaw/Indigenous Student Support Worker shall have the following competencies:

- (a) The ability to apply knowledge and experience of Mi'kmaw and other Indigenous peoples to contribute to effective program support and learning opportunities for youth;
- (b) The ability to monitor on the progress of Mi'kmaw and other Indigenous youth;
- (c) Demonstrated knowledge of the issues and concerns facing many Indigenous youth;
- (d) The ability to work as a collaborative team member;
- (e) The ability to take initiative and work independently with minimal supervision;
- (f) Strong interpersonal, oral and written communication skills;
- (g) The ability to utilize current technologies such as word processing, email and the internet;
- (h) The ability to maintain accurate records and write reports;
- (i) The ability to apply effective problem-solving and alternative dispute resolution strategies;
- (j) The ability to communicate effectively with youth from Mi'kmaw and other Indigenous communities and their families;
- (k) The ability to apply knowledge and work within established guidelines, policies and procedures;
- (l) The ability to work and communicate effectively within the Halifax Regional Centre for Education, with students, parents/guardians, community members;
- (m) The desire and ability to engage in continuing education and professional development;
- (n) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights and diversity;
- (o) The ability to maintain and promote confidentiality.

Qualifications

- (a) Post-secondary Certificate, Diploma or Undergraduate degree in social sciences (i.e. Child Studies, Community Services, Social Work, or Human Services), or equivalent through a combination of work experience, life skills training, and training in working with students;
- (b) Designated position for a person of Mi'kmaw/Indigenous ancestry. Excellent knowledge of Mi'kmaw history, culture, traditions and educational issues are required;
- (b) Experience working with Indigenous students and communities through approaches which enhance the greatness, strengths, and abilities of Indigenous students;
- (c) Minimum three (3) years demonstrated experience providing targeted support to youth;
- (d) Experience with case management and/or record keeping considered an asset;
- (e) Valid Nova Scotia driver's license and access to a reliable vehicle to travel between schools

Specific Job Components

A Mi'kmaw/Indigenous Student Support Worker in the Halifax Regional Centre for Education shall perform tasks as are assigned by the Regional Coordinator of Mi'kmaw Education Services and/or designated Principal. These tasks may vary, from time to time, with the evolution of the organization and may include but not be limited to the following:

- (a) Work closely with referred Mi'kmaw/Indigenous students to provide day to day supports and develop strategies to promote regular attendance, enhance self-esteem and achieve success in school;
- (b) Under the direction of the Regional Coordinator of Mi'kmaw Education Services and/or Principal, support students to develop positive work habits and problem-solving strategies both in class and during transition to classes;
- (c) Implement the schedule of support for students as provided by the Regional Coordinator of Mi'kmaw Education/Services and the Principal;
- (d) Support implementation of School Planning Team strategies under the direction of the Principal and/or designate;
- (e) Respond to student referrals in a timely and efficient manner to provide targeted support;
- (f) Support a smooth transition for Indigenous youth from one level of schooling to the next under the direction of the Principal;
- (g) Maintain accurate written records/case notes and provide regular reports to the Regional Coordinator of Mi'kmaw Education/Services and the Principal as required;
- (h) Utilize student information systems to maintain electronic student information files as required;
- (i) Attend staff meetings, planning meetings, professional development, etc. as required;
- (j) Support Principals on initiatives which promote student achievement for Indigenous youth;
- (k) Under the direction of the Regional Coordinator of Mi'kmaw Education/Services, create and implement culturally relevant programming;
- (l) At the request of Principal or under the direction of the Regional Coordinator of Mi'kmaw Education/Services, build and maintain relationships with support agencies and community groups to enhance and support program initiatives for students and increase student achievement;
- (m) Maintain positive and open communication with referred students and their parents/guardians, in the form of phone calls, emails, meetings and, as required, home visits;
- (n) Maintain a working knowledge of the services available to Mi'kmaw and other Indigenous students;
- (o) Other duties as required.