



ENOCH CREE NATION  
HUMAN RESOURCE DEPARTMENT

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**EMPLOYMENT OPPORTUNITY – FAMILY SUPPORT LIAISON**

**ENOCH CREE KITASKINAW EDUCATION AUTHORITY LTD.**

**\*CLOSED COMPETITION\***

**(BAND MEMBERS ONLY)**

**JOB PURPOSE:** The Family Support Liaison shall perform such duties as the Principal assigns to him/her. The Family Support Liaison will focus on student retention by building and maintaining positive and productive relationships with families and caretakers. The Family Support Liaison will serve as a point of contact for families, and must have a strong understanding of each student's unique needs. An enthusiasm for student learning and strong understanding of the transformative role it plays in the lives of students and their family is necessary for success in this role. They will provide support to families who children are experiencing difficulties at school including referrals when warranted including referrals to the school clinical counsellor.

The Family Support Liaison will maintain school/child confidentiality at all times. They will become familiar with the school policy on special education and the programs in place, including implementation of Individual Personal Plans (IPP's) and all necessary approvals to be obtained from parents. Work as a member of the school's student support unit and staff and as such she/he is expected to attend all staff meetings, and planning sessions, instructional conventions, seminars, workshops and conferences. Will also facilitate delivery of special programs within the classroom by obtaining parental approvals and explanation of programs to individual's parents/guardians.

Shall participate in extra-curricular activities and supervision. Using the school student information system will register students, keep a hard copy and computer records of all contact with student's parents/guardians and teacher referrals for home visitations, along with emergency phone numbers. Will act as a liaison when requested by administration between the school and community. Maintain a list of community resources and act as liaison with community agencies. Transport students to home or Health Center on direction of administration or parents. Other duties as required or assigned.

**EDUCATION, EXPERIENCE AND REQUIREMENTS:**

- High commitment to the benefits of education. Respect for confidentiality. Be punctual, dependable and flexible. Establish trusting relations with parents/guardians and the school staff. Must have a valid driver's license. It is required by all school employees to provide a clean and recent (within the last six months) Criminal record check and Vulnerable Sector check.
- Certificate or degree preferred.
- Minimum Grade 12 High School Diploma.

**WORKING CONDITIONS:**

Required to work Monday to Friday, 8:00 am – 4:00 pm, at Kitaskinaw School, while adhering to the Kitaskinaw Education Authority Ltd. and The Enoch Cree Nation Human Resources Policy & Procedure Manual.

**Closing Date: November 22, 2018**

**Interview Date: TBD**

**Start Date: TBD**

*\*Please submit cover letters & resumes to **Human Resource Department\****

*Email: [recruitment@enochnation.ca](mailto:recruitment@enochnation.ca) Fax: 780.470.0463*

*Phone: 780.470.4505 Ext: 2221*

*\*ECN thanks all applicants for their interest in this opportunity. Only candidates considered for the position will be contacted for an interview\**