

Class No.:	
Original Date:	October 2018
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Pay Grade	22

JOB DESCRIPTION

First Nations Education and Career Facilitator

NATURE AND SCOPE OF WORK

The First Nations Education and Career Facilitator works closely with Indigenous learners to build their capacity to successfully access post-secondary education in a field that matches their interests and abilities. The Facilitator identifies students, and collaboratively develops student success plans and strategies, that mitigate barriers to student success while ensuring that Indigenous students are provided with the supports they require to be successful in their learning. The Facilitator will conduct one-on-one consultation with individuals, as well as run workshops and events geared towards increasing Indigenous student access, retention, completion, and transition opportunities in the post-secondary system. The majority of this work will take place in the Lil'wat Nation and nearby communities, with the potential of occasional trips to deliver workshops in Squamish, Sechelt, and Tsleil-Waututh communities. This position reports to the Director of Indigenous Education and Affairs with regular guidance from the ASP Coordinator.

KEY RESPONSIBILITIES

Student Success and Wellness:

- Provide Indigenous students and community with academic advising and study skills, that supports their academic success, retention, program progression and career goals, individually or in groups, towards achievement of successful course and program completion.
- Build relationships with Pemberton Secondary and Xetólacw Community School students and staff with the purpose of enhancing knowledge about education pathways.
- Support the event planning and post-event survey of events like Inspiration Nation, an event aimed at removing barriers to accessing post-secondary education, encouraging and enthusing current and future participants, linking mentors and building social connections to ease transitions to post-secondary learning.
- Liaise with on-campus resources to improve student retention and engagement, such as Advising Services, Registrar's Office, Financial Aid & Scholarships, Counselling Services, Accessibility Services, etc.
- Educate students and community on the post-secondary education system including departments, services and resources available for students.
- Work collaboratively with the Lil'wat Nation Learning Facilitator and Education Coordinator to determine workshops to be developed, discuss specific student or group needs, work out timing for workshops and events, and determine the frequency of workshops needed.

- Plan, organize and evaluate events, write event reports and recommend changes, cancellation or continued attention to the annual schedule.
- Follows best practices and keeps current with student development research and trends in student affairs and services.
- Coordinate, develop, and deliver presentations and workshops related to student success, wellness, student health, mental wellbeing and how to overcome barriers to success in the community and environment.

Career Advising:

- Work one-on-one with Lil'wat and surrounding community secondary students to discuss potential learners' education and career goals, assess their current skill levels and capacities, and support secondary staff in assisting students to develop their education pathways to achieve their goals and referring students to relevant resources.
- Develop, design and present workshops or special events and all related promotional material on various career development topics and conducts classroom presentations.
- Track student visits, classroom presentations, number of students seen, number of workshop and event participants, types of programs of interest, skill gaps, and workshop requests. Using this information to prepare and maintain records, reports, questionnaire analyses, departmental and government statistics, and departmental files. Provide monthly reports to ASP Coordinator.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Demonstrated expertise in Indigenous education approached with an Indigenous worldview, collaborative working within student services teams that develops, facilitates and monitors activities to identify Indigenous students at risk of failing subjects/courses, or on academic probation.
- Fundamental understanding of the impact of Residential Schools and Colonization on First Nation's learners.
- Experience with design and delivery of success services for Indigenous students.
- Considerable knowledge of student development and student success literature and best practices.
- Experience working with Indigenous students, communities and organizations.
- Informed awareness and experiential knowledge dealing with Aboriginal education issues that students face and ability to educate on appropriate resources to students and the community.
- Thorough knowledge of business English, spelling and arithmetic.
- Working knowledge of modern office practices and procedures, word processing, database, web posting and spreadsheet application. Microsoft PowerPoint, Word, Excel and Outlook.
- Knowledge of University programs, courses and activities, transfer programs, University and community support resources, requirements for registration and admissions, British Columbia high school system, and Indigenous organizations and communities.
- Ability to establish and maintain effective working relationships with other employees, students, Aboriginal communities and the general public.
- Ability to maintain confidentiality and to exercise tact, diplomacy and sensitivity when dealing with students, employers, other employees, business groups and the general public.
- Ability to act with independent judgement under minimal supervision.

- Ability to effectively communicate accurate information in a one-on-one basis or to groups of varying size; including the ability to address large or small groups in both formal and informal settings.
- Ability to establish and maintain effective working relationships with a diverse group of other employees, students and the general public, and to exercise judgment in interactions with an “at risk” or “special needs” clientele.

REQUIRED EDUCATION AND EXPERIENCE

- A University degree in psychology, social work, education, or Indigenous studies.
- 2 years’ recent experience working with Indigenous people in an educational setting.
- An equivalent combination of formal training may be considered.

Indigenous peoples: The descendants of the original inhabitants of North America. The Canadian Constitution recognizes three groups of Indigenous peoples (acknowledging historic but legal use of “Indians”) — Indians, Métis and Inuit. These are three separate peoples with unique heritages, languages, cultural practices and spiritual beliefs