



POSITION TITLE:	EDUCATION LIAISON COORDINATOR
DEPARTMENT:	SUPPORT SERVICES & ADMINISTRATION
REPORTS TO:	SUPPORT SERVICES SUPERVISOR
CLASSIFICATION:	FULL TIME PERMANENT
LOCATION:	PETERBOROUGH, ON (HIAWATHA PERMANENT)
POSTING DATE:	JANUARY 5 TH , 2024
CLOSING DATE:	JANUARY 25 TH , 2024

Dnaagdawenmag Binnoojiiyag Child & Family Services is a multi-service Indigenous wellbeing agency. We provide a stable foundation for children, youth, and families, through wraparound services that are culturally based, and family focused.

PURPOSE OF THE POSITION

The Education Liaison Coordinator (ELC) functions as a member of a multi-disciplinary team to establish Educational Transition Wellness Plans to mobilize and coordinate educational supports, resources and culturally responsive system navigation for eligible children and youth in care.

The position has a primary role in outreach activities to strengthen agency relationships with school boards, First Nations school authorities, and community partners to map available resources and improve educational support and outcomes. The position ensures all activities are aligned with Agency's strategic planning, policies, and procedures and are executed within the legal framework of the Child and Family Services Act and First Nation standards of practice.

The primary focus of this position is to identify and eliminate barriers preventing academic success and advocate for the education needs of our Indigenous children and youth in care.

RESPONSIBILITIES

- Research and development of an education needs assessment and environmental scan to assess the number of eligible children and youth.
- Build system capacity among partner agencies and educational staff to better meet the needs of children and youth in care through the provision of supports to our Agency staff with a focus on system navigation and creation of an environment that is culturally responsive and supportive of educational success.
- Assist in addressing and resolving issues that impact eligible children and youth's learning and strengthen relationship among our First Nations school authorities, societies, public and private school boards and community partners.



- Identify priority needs and the necessary supports required to improve the educational outcomes of children and youth in care.
- Liaise with internal and external professionals to provide a continuum of support for the children and youth with a focus on their emotional, physical, mental, and spiritual needs in order to achieve successful educational outcomes.
- Act as a navigator for eligible children and youth within the education system, assist to resolve issues that impact student learning (e.g. transitions between schools, suspensions, special educations) and help them receive relevant education services and supports.
- Facilitate access for eligible children and youth to existing educational supports and resources in the school system or the community by providing information and referrals that address their individual needs and special consideration to their strengths (i.e. specialized educational services, tutoring, mentoring, training, skills development).
- Collaborate with local on and off First Nation community agencies:
 - Participate in case conferencing with schools/school boards;
 - Provide educational workshops and presentations;
 - Participate in inter-agency working committees; and,
 - Ensure ongoing contact with local service providers including schools and health providers.
- Administer the Education Liaison Program:
 - Within the Child Protection Information Network (CPIN) by maintaining confidential records of client sessions and contacts;
 - Create and maintain current and accurate records of the number of eligible children and youth served;
 - Provide quarterly reports on the number of individuals and families served;
 - Establish program planning, documentation and reporting systems/protocols; and,
 - Develop administrative systems and establish evaluation tools for data collection as prescribed.

OTHER DUTIES

- Performs other duties as assigned.

POSITION REQUIREMENTS

Education and Experience Requirements:

- Bachelor of Education, Social Work or related field with 1-2 years' experience working in a similar position is preferred; or,
- A post-secondary diploma related to education or social services with two years' experience in providing supportive counselling services to children, youth and their families is required.
- Experience working with Independent Education Plans (IEP).
- Experience with the Identification, Placement and Review Committee (IPRC)



process.

Knowledge Requirements:

- Understanding of unique needs of LGBTQ2S+ youth and community.
- An excellent working knowledge of the Child, Youth and Family Services Act, the Education Act and other pertinent legislation, Ministry standards and guidelines, Dnaagdawenmag Binnoojiiyag Child & Family Services policies, directives and procedures.
- Case management and confidential record-keeping practices.
- Program management, delivery and evaluation.
- Extensive proficiency using computers and standard computer software programs (e.g. Excel, Word, Outlook, Publisher, PowerPoint, etc.).
- A good working knowledge of community services within the Dnaagdawenmag Binnoojiiyag Child & Family Services catchment area and surrounding areas to assist in service provision.
- Indigenous culture and values including awareness of the First Nation, Inuit and Métis Communities we serve.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential.

Ability Requirements:

- To collaborate and maintain positive partnerships with all relevant key stakeholders aimed at building strong, sustainable relationships.
- Analytical skills to identify and resolve problems. Assess the needs of our children and youth, formulate recommendations and develop appropriate plans.
- Conflict resolution and crisis intervention skills to determine the degree of risk to a child or youth, defuse potentially hostile situations and take appropriate action to reduce the risk accordingly.
- Effective counselling skills to address concerns that may arise and provide effective supports to our children and youth.
- Excellent verbal communication skills in order to interact with clients, all levels of Dnaagdawenmag Binnoojiiyag Child & Family Services staff and management and community professionals.
- Good written communication skills to document information in a clear, concise, and accurate manner.
- Organizational skills to prioritize tasks, be self-initiating and work independently.
- Excellent interpersonal skills to liaise with community professionals, First Nations Designated Persons and community representatives and other Dnaagdawenmag Binnoojiiyag Child & Family Services staff. Knowledge of Indigenous culture and values including awareness of the First Nation, Inuit and Métis Communities we service.



- Be flexible and adaptable in an ever-growing multi service agency.

Mandatory Requirements:

- Must be willing to work flexible hours including weekends, evenings and holidays as required.
- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS).
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of Personal Liability & Property Damage insurance coverage for at least \$2,000,000.00.

ACCOUNTABILITIES

The employee is required to have a good working knowledge of all laws, rules, regulations, policies and procedures, as well as the Regional Protocol which impact on the employee's specific responsibilities. We undertake to make decisions, as required, which are consistent with these and then to act in a manner which provides quality services to children, youth, families and communities.

WORKING CONDITIONS

- You will be provided a working location with a hybrid work from home option available.
- Travel within the catchment area will be required.
- At our Agency, we actively encourage a healthy work life balance and aim to ensure working hours do not exceed 35 hours per week and/or do not need to be conducted during evenings and weekends. We recognize however, that needs may need to be met outside of these hours from time to time. We have a flexible work policy where we aim to maintain an 8 hour daily schedule (inclusive of a 1 hr lunch) whenever possible. There may be occasions where your scheduled start and end time will vary outside of 8:30am-4:30pm or that you will need to work extra hours.

SALARY RANGE

- \$61,274.70 - \$73,839.30, depending on qualifications and experience.

TO APPLY

- Please email the following to careers@binnoojiiyag.ca
 - Application for Employment (available at www.binnoojiiyag.ca)
 - Please indicate preferred location in your application
 - Resume (include 3 work related references)
- Incomplete Applications will not be considered.
- Only those selected will be contacted for an interview.
- As an Indigenous Child Wellbeing Agency, we give priority to applicants who identify as First Nations, Inuit, Métis and those with close affiliations.