



## School District #49 (Central Coast)

Posting # S379-23/24  
January 3, 2023

**Wuikinuxv Elementary**  
**Continuing Home School Coordinator (First Nations Support Worker) (7hr/day)**  
**January 1, 2024**  
***Internal/External***

School District #49 (Central Coast) is seeking to employ a Continuing Home School Coordinator (First Nations Support Worker) (7hr/day) for Wuikinuxv Elementary School. This position includes 7 hours Home School Coordinator (First Nations Support Worker). The Home School Coordinator (First Nations Support Worker) will be responsible for liaison and coordination with the students, teachers, parents and community.

**Responsibilities and Duties:**

- Liaise with teachers, students and parents regarding student attendance and school progress;
- Counsel students and families, including visit parent homes and assist with parent/school visits;
  - assist parents in understanding the school system, programs and student performance and encourage parents and teachers to meet;
- Organize parent – teacher – student meetings;
- Refer students and/or parents to appropriate resources;
- Maintain student files and develop and maintain nominal roll list for school of First Nations students;
- Liaise and work closely with all resources within and outside of the community;
- Organize meeting between students and agency resource people (Mental Health, Health Nurse, Alcohol and Drug Counselors, Court, etc.);
- Provide emergency transportation to students;
- Attend staff meetings and other meetings relating to the school as required;
- Maintain positive communications skills within the community regarding the school and its operations;
- Establish and maintain effective working relationships with parents, teachers, coworkers and special needs students;
- This position may include other assigned duties by the Principal / Administrative Officer / Teacher.

**Qualifications:**

- Excellent communications skills (written and verbal);
- Experience and training in working with children;
- Training and/or experience in counseling;
- First-aid training;
- Valid driver's license;
- Knowledge of Wuikinuxv Culture and Heritage.

This position is included in the Central Coast Non-Teaching Staff Association with a starting wage of \$25.36 per hour. A successful Criminal Record Check must be completed prior to acceptance of employment. Applications containing details of education, relevant experience and references are being accepted until filled and should be submitted to: [tmoren@sd49.ca](mailto:tmoren@sd49.ca)

Mr. Kevin Gianakos  
Principal, Wuikinuxv Elementary School  
PO Bag 130  
Hagensborg, BC V0T 1H0  
Phone: (250) 982-2691 Fax: (250) 982-2319  
Email: [tmoren@sd49.ca](mailto:tmoren@sd49.ca)