



INVITES APPLICATIONS FOR THE FOLLOWING POSITION

Position:	Family Liaison
Location:	Helen Betty Osborne Ininiw Education Resource Centre
Start Date:	As soon as possible
Hours/Days/Months:	7.25 hours/day, 5 days/week, 10 months/year
Term of Employment:	Permanent
Salary:	\$21.40/hour
Unionized/Non-Unionized:	Unionized
Application Deadline:	Open Until Filled

The Family Liaison, under the direction of the School Principal, provides support to administration and teachers to improve student attendance and foster student responsibility. The incumbent also conducts follow-up to promote improved attendance that includes informing parents of student absences and home visits, as appropriate, together with the school counsellor.

QUALIFICATIONS

- Grade 12.
- Valid Manitoba Driver's license.
- Ability to effectively engage with students, families and staff to support positive school-community relationships.
- Possess a positive attitude and work ethic.
- Excellent written and verbal communication skills, including local language proficiency.
- Ability to prioritize multiple demands and effectively manage time.
- Capacity to maintain confidentiality.
- Ability to develop and maintain records.
- Aptitude to work independently and in a team setting.
- Proficiency in the operation of computers and word processing applications.

DUTIES AND RESPONSIBILITIES:

- Maintains student attendance database and provides monthly student attendance reports to administration.
- Ensures appropriate documentation regarding absences is retained in student files.
- Assists teachers and school administration in parental contact regarding unexcused absences.
- Prepares letters to parents/guardians of students with unacceptable rates of unexcused/excused absences.
- Supports relationships between teachers, parents and students and promotes a welcoming school environment through home visits.
- Works with the Principal to identify students requiring intervention.
- Makes student referrals to school counsellors and school administration.
- Conducts oneself in a manner appropriate to a professional learning environment.
- Performs other related duties as assigned.

Applications should include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required.

*Thank you for your interest; however, only applicants selected for an interview will be contacted.
By applying, you consent to the Division contacting your references. As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Check) and Child Abuse Registry Check, at their own expense. Further information is available at www.fsdnet.ca
Reasonable accommodations are available for persons with disabilities on request.*

Forward application package to:

Ms. Candace Wilson, Area Superintendent
Area 5 Office, Box 1000
Norway House, MB R0B 1B0
Fax: (204) 359-6897
Email: candace.wilson@fsdnet.ca

