

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Outreach Worker II

REPORTS TO: Directly: Coordinator of Integrated School Services
Indirectly: Superintendent of Operations

Purpose:

The Outreach Worker II serves as a role model for at-risk students, to enhance their opportunities for success at school. As part of school-based and divisional teams, the Outreach Worker II plays a capacity-building role in working with parents and the community.

Required Education, Knowledge, Qualifications and Experience:

- A Grade 12 diploma from a provincially recognized institution or equivalent
- A Bachelor Degree in Social Work, Education, Psychology or equivalent
- Extensive knowledge of the First Nations community and First Nations culture
- Knowledge of the best practices for healthy child development
- Knowledge of best practices in the areas of safe schools, student discipline and behavior
- Possess a current and valid Driver's License
- Experience in the delivery of human services
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.

Required Skills and Abilities:

- Ability to maintain strict confidentiality
- Ability to work as a team player
- Ability to establish a strong rapport with students, families and school personnel
- Ability to manage high stress situations.
- Ability to handle physically/emotionally demanding children
- Excellent interpersonal skills
- A positive attitude and work ethic
- Ability to successfully contribute as part of a case management team.
- Ability to prioritize multiple demands and effectively manage time.
- Ability to plan for program improvement based on data, in-service, and feedback.
- Effective organizational and record keeping skills

Supervision of Other Staff:

This position does not involve the supervision of staff

Duties and Responsibilities:

Without restricting the generality of the purpose above, the Outreach Worker II shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Participate as an active member of the Student Support Services team in carrying out the NESD vision and mission
- Respond to student needs as outlined in the NESD Response to Instruction (RtI) service delivery model
- Provide liaison services between families and the learning program of the school through frequent home visits and maintaining clear, up-to-date knowledge of the home situations
- Assist students by: supportive listening, providing information, guidance in basic problem-solving, referrals to counselling consultant and/or other outside agencies
- Assist students to discuss difficult issues with school personnel
- Collaborate with members of the school-based team and outside agencies
- Work to ensure that parents and community members are aware of school activities and events and encourage their active participation
- Act as a liaison between First Nations students, their families and school personnel
- Provide enhanced multi-cultural perspectives, awareness and guidance to students, families and school personnel
- Enhance linkages to the First Nations community
- Assist new students and parents in becoming part of the school community
- Work in partnership with community and human service agencies to identify student needs and develop services and programs to respond to those needs
- Coordinate the nutrition program in the schools including budget or available grants
- Assist in the development and/or implementation of preventative programming (ie: during school hours, before and after school, evening, weekend and summer programs)
- Record interventions with students according to current division procedures
- Provide supportive services following traumatic events as directed by the Coordinator of Integrated School Services
- Be knowledgeable and supportive of applicable NESD operational policies & procedures
- Be willing to engage in life-long learning with respect to training and professional development
- Conduct oneself in a manner appropriate to a professional learning environment
- Deal tactfully with staff, students, parents and the public
- Performs additional duties as assigned by the Coordinator of Integrated School Services

Judgment, Independence and Client/Peer Contact:

Confidentiality

At no time should an Outreach Worker II discuss, in public, information pertaining to a student. An Outreach Worker II is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.

Independence

The employee is expected to work independently and as a team member of both the school-based and division staff.

Client/Peer Contact

This position involves working collegially with other support staff, teachers, parents and school-based administration on a daily basis in support of the goals of the school.

Responsibility for Quality of Assigned Work:

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor.

Salary Grid: Outreach Worker II

The salary grid for the Outreach Worker II is tied to the following grid:

**CUPE Local 4875
Non-Unionized Administrative Guidelines**

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| Approved By: | Dean Biesenthal |
| Date Approved: | July 15, 2013 |
| Reviewed: | September 2015 |