



# Snuneymuxw

First Nation

[www.snuneymuxw.ca](http://www.snuneymuxw.ca)

## JOB POSTING

### Education Navigator

#### JOB OVERVIEW

Reporting to the Education Director, the Education Navigator is responsible for proactively building relationships with students and their families to address education and school concerns and advocate for SFN students. The Education Navigator interacts with all SFN children and teenagers in the Nanaimo Ladysmith School District (SD68) to coordinate and address issues or concerns relating to attendance, progress and arranging appropriate supports to help students succeed in school. The Education Navigator may be required to work from various locations. This is a term position until end of March 2023, with standard hours of work from 11am until 6pm, Monday to Friday.

#### JOB RESPONSIBILITIES

The Education Navigator will be responsible for the following duties:

- Committed to community education and collaborates with community, SFN Education Department, and SD68 to identify student and family needs and priorities, current and future.
- Maintain a database of Snuneymuxw student profiles which includes the following: Name, DOB, contact information, grade and school, special needs designation, assessment results, for Gr 8-12- courses needed to graduate, social indicators, and action items.
- Meet with students, and their parents/guardians when appropriate, to discuss concerns, and collaboratively develop action plans to achieve student's goals.
- Identify, develop, plan, promote, and implement appropriate actions to ensure SFN students, individually and collectively, meet their goals.
- Work directly with Indigenous Education contacts at schools to monitor progress and update the database on actions taken for each student.
- Liaise with other agencies and community organizations to garner, build, and promote strong school connectedness.
- Develop and maintain an inventory of the Snuneymuxw and broader community services which support academic success and other services that would meet the social-emotional and/or cultural needs of students.
- Record information and document students' attendance and progress as they occur to help keep track of problem behaviors.
- Act as a resource to students for guidance or advice about school-related issues
- Perform other tasks and duties as assigned.



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## JOB REQUIREMENTS

### Education:

- A certificate in counselling is preferred
- A high school diploma is required.
- A diploma or degree in social work or other related fields is an asset.

### Experience:

- Minimum of 1 year of experience in a related field is required.

### Knowledge, Skills and Abilities:

- Excellent skills with verbal and written communication.
- Ability to work independently and under little supervision.
- Resourcefulness and problem-solving aptitude.
- Dependable, enthusiastic, versatile, and responsible.
- Ability to maintain confidentiality and work well under pressure.
- Familiarity to use and navigate Microsoft Office programs including Outlook, Word and Excel.
- High standards of ethics and confidentiality to handle sensitive information.
- A commitment to ongoing professional development and continuous learning.

### Willingness Statements:

- You are required to possess and maintain a valid class 5 BC driver's license as well as appropriate insurance for work.
- You may be required to work outside of the standard hours of work if an emergency occurs.
- You will be subject to satisfactory reference check and criminal records review.
- You must adhere to the Snuneymuxw First Nation's policies and procedures, including providing proof of valid Covid-19 Vaccine Pass.

Please submit your current resume and cover letter to:

Snuneymuxw First Nation  
Attention: Human Resources

668 Centre Street, Nanaimo, BC, V9R 4Z4  
or email: [HR@snuneymuxw.ca](mailto:HR@snuneymuxw.ca)  
Fax: 250-753-3492

**Deadline Date: September 9, 2022 at 4PM PST**



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## Snuneymuxw Standards

Our values will guide us towards becoming a stronger, more effective organization with a positive and mutually beneficial work environment for everyone.

### **Achievement**

Deliver what matters  
Ensure clarity of direction and unity of purpose  
Inspire excellence and strive for outstanding results

### **Collaboration**

Work together to build successful teams and partnerships  
Be open, inclusive and share knowledge  
See, provide, and act on feedback

### **Community Commitment**

Know our community and put them first  
Listen to and understand community needs  
Be responsive, close the loop and deliver on promises

### **Integrity**

Own your actions, successes, and mistakes  
Act with transparency, honesty, and respect  
Do what you say you will do

### **Innovation**

Look for ways to improve and create positive change  
Think broadly and take a wider viewpoint  
Be responsive to new ideas and opportunities