

# NORTH EAST SCHOOL DIVISION # 200



## JOB DESCRIPTION

**POSITION TITLE: Outreach Worker I**

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

### **Purpose:**

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

### **Required Education, Knowledge, Qualifications and Experience:**

- A Grade 12 diploma from a provincially recognized institution or equivalent
- Two years of post-secondary training in a related area such as Early Childhood Development, or Youth Worker
- Knowledge of the First Nations community and First Nations culture
- Possess a current and valid Driver's License
- Experience in the delivery of human services would be an asset
- 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.
- 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.
- Basic organizational skills, recordkeeping skills and clerical procedures

### **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 I 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 of the students
- Assist students by: supportive listening, providing information, guidance in basic problem-solving, referrals to counselling consultant and/or other human service agencies and assist students to discuss difficult issues with school personnel
- Collaborate with members of the school-based team and human service 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 students, their families and school personnel by providing assistance to understand available services and to access those resources
- 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
- Promote effective integration of community and school-based services to assist students and their families
- Assist in the provision of nutrition services and nutrition education in the schools
- Assist in the implementation of preventative programming (i.e.: during school hours, before and after school, evening, weekend and summer programs)
- 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 I discuss, in public, information pertaining to a student. An Outreach Worker I 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 I**

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

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

<b>Approved By:</b>	Dean Biesenthal
<b>Date Approved:</b>	July 15, 2013
<b>Reviewed:</b>	October 2015