



## Job Posting

**Title:** NYA:WEH Elementary Advisor  
**Reports to:** NYA:WEH Elementary Coordinator  
**Term:** This is a 10 month position that follows the Hamilton-Wentworth School Board's academic school calendar  
**Hours:** 40 hours per week  
**Deadline to apply:** **OPEN UNTIL FILLED**

Niwasa Kendaaswin Teg provides wholistic programs and service for Indigenous children, youth, families and community that are rooted in culture and language. Our vision is to provide high quality programming that fosters identity formation and creates a sense of belonging.

The NYA:WEH (Native Youth Advancement With Education Hamilton) program is a 'stay in school' initiative, to assist and support First Nation, Métis, and Inuit students in elementary and secondary education. NYA:WEH is responsible for empowering Indigenous students toward academic success, through personal, social, and culturally based educational support.

### Responsibilities

- Assist in the annual development of a strategic program plan in collaboration with youth advisors to be submitted to Niwasa and school administration for approval by August 31<sup>st</sup> of each year.
- Monthly completion and submission of all reports as required by host Principals and Niwasa.
- Provide consistent and on-going support to NYA:WEH Youth Advisors as outlined in the this job description.
- Planning, resourcing and co-ordination of NYA:WEH Indigenous programs that enhance cultural education and supports (i.e. traditional drum and dance, Elders and programming, cultural workshops, regalia, and field trips, etc.)
- Development and maintenance of a program calendar for NYA:WEH programming of all Indigenous student activities.
- Representative for the NYA:WEH program and communication link with the Indigenous community where needed.
- Work with school and system staff to support the emotional, social, cultural, spiritual and intellectual needs of the Indigenous learners and families.
- Responds appropriately to a variety of general inquiries regarding NYA:WEH, or provide a referral to the appropriate staff person.
- Informs the School Administration and the Executive Director of Niwasa of any necessary upkeep, repairs, maintenance, and replacement of equipment and supplies to ensure safety and security standards are maintained.
- Follows all policies and procedures of both the Hamilton Wentworth District School Board and Niwasa.
- Will submit timesheets bi-weekly to Niwasa's Bookkeeper.
- All lieu time to be accumulated will have prior approval by the Principal.
- Will be required to work various shifts, evening and weekend hours year round
- Other duties as required or assigned by the Executive Director or delegate.

## **Specific Job Competencies**

- Demonstrated ability to manage key stakeholder relationships.
- Able to identify key issues; creatively and strategically overcome internal and external challenges or obstacles.
- Genuinely committed to helping children learn.
- Must possess a thorough knowledge and understanding of historical trauma and intergenerational trauma of Indigenous peoples.
- Experience in a community setting working with Indigenous children, youth and families would be an asset
- A clear and solid understanding of the issues faced by the urban Indigenous community.
- Must maintain a high level of self-awareness and wellness and participate in regular self-care.
- High level of integrity, confidentiality, and accountability.
- Sound analytical thinking, planning, prioritization, and execution skills.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.
- Able to effectively communicate both verbally and in writing.
- Able to use a wide range of administrative software including MS Office (Word, Excel, Powerpoint).

## **Working Conditions**

- Will work primarily in an classroom/indoor setting but must be able to participate in outdoor settings often (field trips, outdoor play, etc.)
- May be exposed to infectious waste, diseases, conditions, etc.,
- Interacts with children, family members, staff, visitors and government agencies.
- Ability to attend and conduct presentations in a classroom setting.
- Manual dexterity required to use desktop computer and peripherals.
- Local travel regularly required
- Overtime as required.

## **Qualifications**

- Post-Secondary diploma in social services or related field
- Must have a clear Vulnerable Sector Screen.
- Must have a valid First Aid/CPR certification
- Must have all required medical vaccinations
- Knowledge of the importance of First Nations Language and Culture Traditions

**Please apply please send your resume and cover letter to:**

Niwasa Kendaaswin Teg  
1869 Main Street East  
Hamilton, ON L8H 1G2  
office@niwasa.ca

*We thank all who apply, however only qualified selected candidates will be contacted*