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### INVITES APPLICATIONS FOR THE FOLLOWING POSITION

<b>Position:</b>	<b>Family Liaison</b>
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:	\$20.97/hour
Unionized/Non-Unionized:	Unionized
<b>Application Deadline:</b>	<b>Open Until Filled</b>

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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](http://www.fsdnet.ca)*

*Reasonable accommodations are available for persons with disabilities on request.*

Forward application package to:

Ms. Candace Wilson, Area Superintendent  
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Fax: (204) 359-6897  
Email: [candace.wilson@fsdnet.ca](mailto:candace.wilson@fsdnet.ca)

