



Employment Opportunity

Sturgeon Lake School

First Nation Liaison Worker - FNLW

Sturgeon Lake School is seeking a Full time FNLW for the 2025-2026 School Year.

Main Duties

The primary responsibility of the Liaison worker is to develop satisfactory communication and support links between parents, students, teachers, administration, and staff of the school. The individual must be able to assist students in the classroom in all aspects of the school program.

Roles and Responsibilities

- Provide mentoring and advocacy support to at-risk students
- Facilitate, organize and initiate appropriate activities or workshops that address students' needs
- Promote awareness of the Cree culture, heritage and language of SLCN
- Improve communication between school and home this includes:
 - Maintain communication with students, parents, and school staff and SLCN Departments
 - Follow-up phone calls
 - Maintain records for phone calls, home visits and correspondence this include keeping a daily log of activities
- Liaison between school/home/outside agencies
 - SLCN CFSS, Counselling, RCMP, Health Center, Court Services
- Participate in parent/teacher conferences related to students
 - Coordinate conferences with parents and School administration
- Transport students home when required
- Report to the School Principal work with students and the progress made and any follow up and or referrals
- Other duties as assigned by Administration

Qualifications

- Minimum High School Diploma
- Minimum of 2 years' experience in social services or previous experience within an inter-agency working field a plus.
- Counseling/Mentoring background would be an asset
- Experience working with children would be an asset
- Technology literate, or able to use computer programs: email, Google classroom, PowerSchool, as daily and monthly logbook reporting is an expectation.
- Knowledge of Microsoft Office applications
- Superior time management skills
- Punctual
- Demonstrate excellent personal attributes
- Excellent oral and written communication skills
- Valid Alberta Class 5 Motor Vehicle Operators License and own transportation
- Insurance coverage for transporting students

Your application should include

- Cover letter, detailed resume, three references with current contact information
- A current Criminal Record Check (including Vulnerable Sector Check), and cleared AB Intervention Check - both dated within the last six months

Deadline: Wednesday, August 11, 2025

By 3:30 pm

Email or submit your resume with relevant documentation to:

Admin.assistant@slschool.ca