



Sturgeon Lake School

Postal Bag 5

Valleyview, AB T0H 3N0

Phone: (780)-524-4590 Fax: (780)-524-3696

Employment Opportunity

Temporary term position – 4 months First Nation Liaison Worker

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

- Report to the School Principal
- Provide mentoring and advocacy support to at-risk students
- Facilitate, organize and initiate appropriate activities or workshops that address students' needs
- Promote awareness and appreciation 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
 - 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
 - CFSS Case Worker, 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 approved by Principal
- work with students and the progress made and any follow up and or referrals
- The scope of this role requires a dedicated focus; applicants currently holding similar positions elsewhere will not be eligible
- Position open to SLCN band members and non-band members

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
- Candidates must be able to demonstrate a high level of technology skills of the following applications: PowerSchool, Microsoft Word, Excel, and Internet Search.
- Exceptional time-management skills and the ability to manage multiple tasks and deadlines
- Dependable & Punctual
- Excellent oral and written communication skills
- Standard First Aid
- Non-violent Crisis Intervention training is an asset
- Excellent oral and written communication skills
- Valid Alberta Class 5 Motor Vehicle Operators License and reliable transportation
- Insurance coverage for transporting students – minimum two million dollar liability

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

Please submit and/or email your resume with cover letter to:

Admin.assistant@slschool.ca

Deadline: 3:00 pm Friday, November 14, 2025