

# **WORK EXPERIENCE FACILITATOR (ABORIGINAL)**

**Division: 5 (Education Assistant)**

**Reports to: Work Experience Coordinator**

## **Job Summary**

With minimal direction, the Aboriginal Work Experience Facilitator provides assistance to students in relation to work experience opportunities. He/she works cooperatively with other employees, parents, students and public.

## **Duties and Responsibilities**

- Works with the Work Experience Facilitators, Apprenticeship Program teacher and Career Preparation teachers to provide opportunities for Aboriginal students.
- Works cooperatively with other members of the Work Experience Department in the Chilliwack School District.
- Assesses ability of students and consults with Apprenticeship Program teacher concerning student placements with employers.
- Arranges work experience placement for students by contacting prospective employers and arranging hours of work and transportation.
- Ensures legal documents and permissions are signed and in order.
- Monitors the progress of students during work experience.
- Works alongside students as a job coach.
- Works with students on a one to one or small group basis to develop job ready skills.
- Provides guidance, encouragement and support to students in the development of their social and life skills and responsible behaviour.
- Promotes and maintains positive relationships between the Chilliwack School District and other employers and agencies.
- Makes presentations to groups of students.
- Develops and implements incentive programs for students in cooperation with employers.
- Assesses ability of students and consults with Work Experience Coordinator concerning student placements with employers.
- Meets with teachers, counsellors, principals and parents/guardians concerning student placements and progress.
- Keeps a journal of students' work experience progress.
- Provides transportation to students for work experience activities.
- Performs other work experience related or emergent duties.

## **Equipment Used**

Computer, office equipment and a wide variety of work experience related equipment.

### **Required Knowledge, Ability, Skills**

- High school diploma or equivalent.
- Over six months and up to and including one year experience with aboriginal youth and in a business environment.
- Knowledge of local Aboriginal communities.
- Valid B.C. Class 5 driver's licence.
- Basic knowledge of computer functions.
- Knowledge of health and safety procedures, including Workplace Hazardous Materials Information System and Workers' Compensation Board regulations.
- Ability to extend and model patience, care, tolerance and understanding.
- Ability to communicate effectively, both verbally and in writing.
- Ability to use courtesy and tact when dealing with the public, parents, staff and students since contacts are a major element of the job requiring considerable communication and human relations skills for such purpose as influencing, persuading, motivating, or negotiating with others, and in dealing with highly sensitive issues.
- Ability to perform individually and as part of a team.
- Ability to initiate and develop community contacts in business and industry, in the Aboriginal and non-Aboriginal community and with educators in secondary schools to provide opportunities for Aboriginal students seeking apprenticeships.
- Ability to research and develop potential work placements for Aboriginal students wanting to enter Career Preparation, Work Experience and/or the Secondary School Apprenticeship Program.
- Ability to provide reports and presentations to the Aboriginal Education Advisory Committee, students, parents, educators and community members.
- Ability to plan and schedule work and organize workload effectively.

Originated: June 16, 2006

Revised: May 9, 2014

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