

Kee Tas Kee Now Tribal Council Education Authority

FAMILY LIAISON

Walk with us on our journey towards Excellence in Indigenous Education. Kee Tas Kee Now Tribal Council Education Authority (KTCEA) serves six schools in five First Nation communities in Northern Alberta. KTCEA was created as a result of the vision of KTC leadership and Elders to provide a high quality, safe, and effective education system designed by Cree people to serve the needs of Cree students. Our programs and services reflect the unique Cree Language and Identity of the KTC Nations. Our diverse workforce provides education to students from Kindergarten through Grade 12.

Position: Family Liaison Job ID #: EQS.2025.04

Employment Status: Permanent, Full-time Closing Date: August 7, 2025

Location: Elizabeth Quintal School

Job Description: Reporting to the School Principal, This position is a full time position and will work closely

with the Inclusive Education Manager, Learning Services' team and the school Principal to

provide family and student support that promotes wellbeing and academic success.

Qualifications:

• Degree, Certificate or Diploma in Social Work the Social sciences. Equivalent combinations of education and experience will be considered

• Psychosocial training or experience is an asset.

- Knowledge of wellness and academic programs appropriate to students and families and to in a a in a school environmentKnowledge of wellness and academic programs appropriate to students and families and to a school environment
- Fluency in Cree an asset
- A demonstrated knowledge and understanding of First Nations culture, organizations, and communities
- Ability to build networks to access wellness and academic programs appropriate to KTCEA families, guardians and students and make recommendations for new initiatives within KTCEA
- Ability to build networks to access wellness and academic programs appropriate to KTCEA students and make recommendations for new initiatives within KTCEA
- Strong written and verbal communications skills
- Strong organizational ability
- Proficiency in Google Suite, Word, Excel, PowerPoint and other applications as required by the role
- Empathetic and supportive approach
- Possession of a valid Alberta driver's license and the ability to travel

Conditions of Employment: RCMP/Police Criminal Record Check with Vulnerable Sector and Child Welfare Intervention Record Check (formerly Child Welfare Check, CWIS) submitted prior to commencement of employment

Benefits: We offer a comprehensive benefits program that includes health, dental, life insurance,

disability, retirement savings and competitive time off provisions, as well as professional

development opportunities

To Apply: Please submit a cover letter, resume with references via email to educationHR@ktcea.ca

with the Job ID #: EQS.2025.04 in the email subject line

Visit *ktcea.ca* for more information