NIWASA
Kendaaswin Teg

Job Title: NYA:WEH Advisor – Public Secondary
Program: NYA:WEH (Native Youth Advancement With Education Hamilton)
Reports To: Youth Program Manager
Location: Various School Sites, Hamilton
Employment Type: Full-Time Permanent - 10 Month Schedule
Vacancy Type: To fill an existing vacancy
Pay Rate: start rate is $26.20

Program Overview

The NYA:WEH (Native Youth Advancement With Education Hamilton) program is a “stay in school” initiative designed to assist and support First Nation, Métis, and Inuit students in both elementary and secondary education. The program is responsible for empowering Indigenous students toward academic success through personal, social, and culturally based educational support.

Key Responsibilities

- Develop an annual strategic program plan to be submitted to Niwasa and school administration for approval by August 31st of each year.
- Complete and submit monthly reports as required by host school principals and Niwasa.
- Plan, resource, and coordinate Indigenous programs that enhance cultural education (e.g., traditional drum and dance, Elder visits, cultural workshops, regalia-making, field trips).
- Maintain and update a program calendar for all NYA:WEH student activities.
- Serve as a representative and communication link between NYA:WEH and the broader Indigenous community.
- Collaborate with school and system staff to support the emotional, social, cultural, spiritual, and intellectual needs of Indigenous learners and their families.
- Respond appropriately to general inquiries about the NYA:WEH program or refer as needed.
- Inform School Administration and Niwasa's Executive Director of any required maintenance or equipment updates.
- Follow all policies and procedures of the Hamilton-Wentworth District School Board and Hamilton-Wentworth Catholic District School Board and Niwasa Kendaaswin Teg.

Required Competencies

- Proven ability to manage stakeholder relationships effectively.
- Strong problem-solving skills and ability to overcome internal/external challenges.
- Commitment to supporting the educational success of Indigenous children and youth.

- Deep knowledge of the historical and intergenerational trauma experienced by Indigenous peoples.
- Experience working in community-based settings with Indigenous children, youth, and families is an asset.
- Awareness of issues affecting the urban Indigenous community.
- Strong self-awareness, emotional wellness, and commitment to self-care.
- High level of integrity, confidentiality, and accountability.
- Excellent planning, prioritization, and organizational skills.
- Skilled in conflict resolution, negotiation, and diplomacy.
- Strong verbal and written communication abilities.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and general administrative software.

Working Conditions

- Primary work is in school/classroom settings with frequent participation in outdoor or off-site activities (e.g., field trips, community events).
- Possible exposure to infectious materials or illness in school environments.
- Regular interaction with children, families, school staff, and community partners.
- Must be able to conduct presentations and facilitate culturally based activities.
- Manual dexterity required for computer and office equipment use.
- Local travel is regularly required; occasional extended travel may be necessary.
- Occasional overtime may be required.

Qualifications

- Post-secondary diploma in Social Services or a related field.
- Valid Vulnerable Sector Screening.
- Valid First Aid/CPR Certification.
- Up-to-date on all required medical vaccinations.
- Strong knowledge and respect for First Nations languages, cultural traditions, and teachings.

Note: Niwasa Kendaaswin Teg does not use AI for the purposes of screening or qualifying of candidates.