



GITKSEN WEST SECONDARY SCHOOL YOUTH SUPPORT WORKER JOB DESCRIPTION

GITKSEN WEST SECONDARY SCHOOL

Gitksen West Secondary School is a brand-new, state-of-the-art high school serving the Gitwankak, Gitsegukla and Gitanyow First Nations. We provide a safe, inclusive, and culturally rich learning environment that blends academic excellence with Sim'alg yax and Gitksen culture, and traditions. Our modern facilities include specialized classrooms for science, arts, and trades, a full commercial kitchen for nutrition programs and culinary studies, a gymnasium, and outdoor track and sports field. Students have opportunities for work experience, leadership, and skill-building programs, while staff benefit from a collaborative and innovative professional environment.

JOB SUMMARY

The Youth Support Worker (YSW) provides social, emotional, behavioral, mentorship and cultural support to students in Grades 8–12 who are experiencing social, emotional, behavioral, mental health, or family-related challenges. Working closely and collaboratively with the Student/Family Advocate and within a multidisciplinary team, the YSW promotes student well-being, engagement, attendance, and successful school completion.

At Gitksen West Secondary School, the Youth Support Worker plays a key role in delivering culturally responsive, strength-based, and trauma-informed practices that reflect Sim'alg yax, Gitksen culture, and holistic approaches to student well-being.

REPORTS TO

4. Student/Family Advocate (School Counsellor)
5. Principal

EMPLOYMENT QUALIFICATIONS

- Completion of a two-year diploma program in Indigenous studies, Child & Youth Care program, or equivalent, from an accredited post-secondary institution
- Strong understanding of adolescent development.
- Knowledge of trauma-informed practice and positive behavior support.
- Experience supporting youth with mental health challenges, substance use concerns, or behavioral difficulties.
- Excellent interpersonal, communication, and conflict resolution skills.
- Ability to work independently and as part of a multidisciplinary team.
- Experience working with First Nations youth
- Experience working in a secondary (high school) environment
- Patience and professionalism with adolescents
- Flexibility in a dynamic secondary school environment
- Commitment to inclusion and graduation success

- Training in Non-Violent Crisis Intervention (NVC) or similar programs. an asset
- Experience supporting students in work experience or vocational programs
- Familiarity with assistive and adaptive technology used in secondary schools
- Excellent communication, organization, and collaboration skills
- Excellent problem solving and decision-making skills
- Ability to work collaboratively as part of a team
- Excellent organizational and administrative skills, including technology
- Knowledge of public, independent, and band-operated schools
- Valid BC Driver's License (Class 5)
- Valid First Aid and CPR certification
- Clear Criminal Record Check with Vulnerable Sector Screening.

DUTIES AND RESPONSIBILITIES

Student Support & Mentorship

- Build positive, supportive relationships with students at risk.
- Provide one-to-one and small group support focused on social-emotional development.
- Assist students in developing self-regulation, conflict resolution, and coping strategies.
- Support re-engagement of students with chronic absenteeism or school avoidance.
- Support students in developing daily living skills, independence, self-esteem, self-advocacy, and personal interests.
- Provide outreach services including home visits and other needs as required.

Behavioral & Mental Health Support

- Implement behavior intervention and safety plans in collaboration with the Student/Family Advocate and other school staff.
- Use trauma-informed, strength-based, and restorative practices.
- Provide crisis intervention and de-escalation when required.
- Monitor student well-being and communicate concerns to administration and appropriate professionals.

Family & Community Liaison

- Maintain communication with families to support student success.
- Connect students and families with the Student/Family Advocate, community agencies and services.
- Collaborate with external service providers where appropriate.

School Engagement & Programming

- Facilitate social skills groups, mentoring programs, or lunch-hour activities.
- Support positive school climate initiatives.
- Assist with transition planning for students moving between grades or programs.

Collaboration & Documentation

- Work closely with Student/Family Advocate, Elders in Residence, administrators, counsellors, teachers, and external professionals.
- Participate in student support meetings and case conferences.
- Act as an advocate for students and support effective communication between students, staff, families, and service providers.
- Maintain accurate, confidential documentation in accordance with school policy and provincial privacy legislation.
- Provide relevant information to appropriate staff regarding student-specific needs (safety, health, academic, emotional, and social).
- Support culturally responsive practices, including Gitksan cultural awareness and inclusion.
- Follow school policies and procedures related to privacy, confidentiality, and professional conduct.

Working Conditions

- Work occurs in classrooms, learning support rooms, shops, labs, gyms, and community-based settings.
- Full-time, school-based position aligned with the academic calendar
- Work conducted primarily in an office, classroom, and school setting
- Regular interaction with students, families, staff, and community service providers
- May require flexible scheduling to accommodate meetings, crisis response, or family engagement
- Emotional demands associated with supporting students experiencing social, emotional, or behavioural challenges
- Adherence to professional ethics, confidentiality requirements, and privacy legislation
- Occasional participation in meetings, case conferences, or professional development outside regular school hours.

GENERAL DISCLAIMER

THE ABOVE STATEMENTS are intended to describe the general nature and level of the work being performed by employees assigned to this work. This is not intended to be an exhaustive list of all duties and responsibilities. Gitksan West Secondary School Board reserves the right to amend, change, add or remove responsibilities to meet business and organizational needs as necessary, in accordance with applicable Employment Laws.

EMPLOYEES HAVE THE RIGHT AND RESPONSIBILITY to ensure their own healthy and safe work environment, by exercising their right to: “Information, Instruction and Training”, “Refuse Unsafe Work” and “Participate in Workplace OH&S Programs”, as outlined in the Worker’s Compensation Act with WorkSafe BC or any other laws or regulations, both provincially and federally governing the Gitksan West Secondary School. It is intended that all tasks and responsibilities are performed by staff in a manner that ensures their safety and health and those of their co-workers.

IN THE OUTLINED DUTIES in this job description, it is highly probable that the employee will be exposed to very confidential and sensitive information. Therefore, it is intended that

employees that fulfill these tasks will do so with the strictest of confidentiality as outlined in the Privacy and Confidentiality Act and any other applicable laws or regulations, both provincially and federally governing Gitksan West Secondary School and its employees.

YOUR SIGNATURE BELOW is an acknowledgement and commitment that you have read and understand the above outlined job description and will continually strive to accomplish each task in a professional and appropriate manner.

Youth Support Worker's Name	Youth Worker's Signature	Date
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GWSS Principal's Name	Principal's Signature	Date
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February 2026