



# **GWA'SALA - 'NAKWAXDA' XW NATION**

**EDUCATION DEPT. • GRACE SMITH • EDUCATION COORDINATOR • GSMITH@gwanaknations.ca**  
BOX 5120 • 154 Ba'as Road • PORT HARDY, BRITISH COLUMBIA, CANADA • VON 2P0  
PHONE: (250) 949-8343 • FAX: (250) 949-7402

## **INDIGENOUS SUPPORT WORKER (Contract)**

**Port Hardy Secondary School**

**30 hours per week**

### **JOB SCOPE**

- Reports to the School Principal and First Nations District Principal
- Assists the teacher in providing educational programs to students
- Works with students individually and in groups
- Works under the direction of the teacher
- Ability to work without close supervision
- Performs duties of a confidential nature

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Supports the formal education program of all students
- Assists students with school work and monitors progress
- Works with school staff to support transition from Elementary School or Eke Me-Xi Learning Centre to the Secondary School
- Maintains student records including First Nation Programs data collection (Survey Monkey)
- Participate in First Nation Program team, including the Indigenous Education Enhancement Agreement
- Performs other duties as required

### **QUALIFICATIONS AND EXPERIENCE**

- Secondary school graduation (with Dogwood Certificate or equivalent)
- One-year post-secondary education applicable to work situation including courses such as First Nation Studies, Anthropology, English, Mathematics, Sociology and Psychology
- Extensive knowledge of Kwakwaka'waka culture
- Ability to assist secondary students in their school work in the area of mathematics, language arts, social studies, and science
- Ability to understand and effectively carry out oral and written instructions

- Ability to use a computer (word processing) for record keeping and instructional programs
- Good interpersonal and communication skills
- Two to three years recent experience working with First Nations students
- This position has a three-month probationary period

Applications must include a resume, cover letter, transcripts, three professional references, and any copies of relevant certification. Only that shortlisted will be contacted.

**Applications will be accepted until 4:00 pm, Friday, February 13, 2026:**

Grace Smith, Education Coordinator  
Gwa'sala-'Nakwaxda'xw Nation  
P.O. Box 5120, Port Hardy, BC, V0N 2P0  
Email: [gsmith@gwanaknations.ca](mailto:gsmith@gwanaknations.ca)  
Fax: 250-949-7402