



School District #54 (Bulkley Valley)
JOB DESCRIPTION

STUDENT SERVICES – HUMAN SERVICE WORKER
Location: Secondary Schools

Summary

Under the direct supervision and direction of the Principal or Vice Principal the Human Service Worker assists with assessment, case planning and intervention for students at risk or experiencing severe behavioural, social, addiction and /or physical or mental health challenges. Provides support and resources to staff, students, parents and members of community agencies. Works in a variety of settings including schools, student homes and/or community agency locations.

Typical Duties and Responsibilities


- Participates in the assessment, design, implementation and monitoring of interventions for students experiencing severe behavioural, social, addiction and / or physical or mental health challenges.
- Assists students integrating or reintegrating into the school system and/or into the work environment, including ongoing monitoring and discussing progress with teachers and/or employees.
- Assists with planning, implementing and monitoring support programs including observation, record keeping and follow-up.
- Assists with planning, organizing, participating and supervising recreational, social , vocational , educational and work experience activities.
- Response to emergent issues and concerns by assessing situations, identifying appropriate responses and recommending resources and assistance.
- Intervenes in crisis situations and assist with the determinations, development and implementation of appropriate supportive strategies.
- Establishes and maintains regular communication with students and families.
- Establish and maintains communication with school staff, community and government agencies and community-based youth serving organizations based on student needs.
- Consults and liaises with schools, family and community resources as determined in collaboration with the school-based team; initiates team meetings as and when required.
- Acts as a resources and team member to school and community-based committee/teams (i.e. staff meetings, student reviews, IEP reviews, case management updates, critical incident teams, risk assessment, intake , forensic and probation conferences).
- Prepares written reports , forms , documents and reports as needed.

Typical Qualifications and Skills

- Completion of Grade 12 (Dogwood Certificate) .
- Two-year diploma in child and youth care work.
- Two years experience working with at risk children or youth and their families in a community or school setting.
- Basic First Aid (Level 1)

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

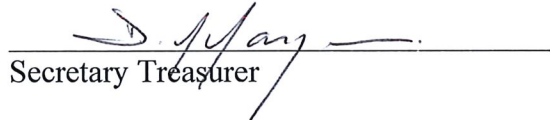
Agreed to:



CUPE Job Description Committee



CUPE Job Description Committee



Secretary Treasurer

FEB. 24, 2026.

Dated