

SHOAL LAKE BAND NO. 40

P.O. Box 6, Kejick, ON P0X 1E0

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Job Opportunity

Position:

Education Counselor

Closing Date:

March 10, 2023

Salary:

To be determined based on Qualifications and Experience

Shoal Lake #40 First Nation is now accepting applications for a full time Education Counsellor. Reporting to the Education Portfolio holder, the Education Counsellor will be responsible for delivering the Shoal Lake #40 Post-Secondary/ Secondary Program including activities that will enhance educational opportunities for students. The Education Counsellor will collaborate in organizational planning to facilitate access to a full array of education and career opportunities for Shoal Lake #40 community members, and will guide students in developing action plans to attain career and educational goals. The Education Counsellor will also support secondary students in their educational pathways, and will work closely with other educational organizations to promote student success and well-being for all students. Work closely with SL40 Education circle (Post-Secondary applications, policy review, etc..)

- Serve students and broader community members by responding to phone, email and in person inquiries, providing general information and referring inquiries to appropriate sources; addressing complaints, and confirmation
- Prepare all post-secondary and secondary student allowance payments for deposit for approval on a monthly basis and as required;
- Maintaining the files for the secondary students attendance, and doing the high school visits with the high school guidance regarding the secondary student, and taking secondary students to high schools for orientation.
- Working closely with the Shoal Lake.40 Kenora den home.
- Prepare, gather, and relay confidential information and material (as per policy) as required, and maintain confidentiality, tact, and respect in all interactions;
- Prepare invoices received for payment pertaining to Secondary and Post-Secondary Education as per approved financial policy and procedures;
- Maintain comprehensive records on budget expenditures for the Shoal Lake.40 Post- Secondary Sponsorship Program;
- Maintain a comprehensive database and filing system for the Post- Secondary Sponsorship Program in accordance with identified records management systems;
- Complete program reports in a timely fashion as required;
- Organize and schedule meetings, events, and training sessions, including contacting participants, ordering and picking up refreshments;
- Maintain the image of Shoal Lake.40 First Nation by ensuring that all correspondence prepared is of professional standard;
- Liaise with other First Nations, program agencies, and related
- organizations/institutions to network effectively for the benefit of Shoal Lake.40 First Nation; Chief and council; and the community;

- Attend appropriate workshops, seminars, and training sessions as required and assigned to remain current and up to date on topics of concern to the position;
- Counsel students regarding educational issues such as course selection, time tables and scheduling, school adjustments, attendance issues and study skills;
- Counsel students regarding career or vocational issues including career exploration and planning, resume preparation, job search strategies and Interview skills as well as to make available a wide range of educational and occupational information;
- Counsel students and/or facilitate referrals to support services with regard to personal and social issues such as substance abuse, anxiety, self-esteem, relationship and interpersonal skills;
- Counsel students in crisis situations such as dealing with the death of a friend or family member, or abuse situations;
- Consult with teachers, parents, faculty, and other professionals such as psychologists and social workers regarding various issues and concerns as well as administrators and community agencies regarding programs and referrals;
- Coordinate co-op and school-to-work transition programs, and the provision of counselling and information services to students, parents, teachers, faculty and staff such as career information services, professional development sessions and interactions with other educational institutions;
- Supervise peer counselling programs in school settings.
- Develop and coordinate study skills groups or workshops on topics such as note-taking, time management skills, test or examination preparation strategies;
- Visit post-secondary institutions and secondary schools to provide academic information to prospective students, their parents and education counsellors;
- Other duties/tasks/responsibilities as required and as assigned.

Skills/Qualifications and Educational Requirements

- College Diploma or Bachelors Degree in a related field (ie. Social Sciences, Counselling, Education);
- Proficient computer skills;
- Excellent conflict resolution skills;
- Must have a proficient level of communication skills, verbal and written;
- Knowledge of Anishinaabe customs and traditions and a good understanding of First Nation educational issues;
- Must provide a clear CPIC (Vulnerable Sector) prior to commencing position.
- Must provide a clear drivers abstract.

If you are interest in applying for this position, please provide a cover letter, resume, and three currant employment related references including contact information to Shoal Lake 40 Band Office via in person, or email :frontdesk@shoallake40.ca

We thank all those who apply, however, only those selected for interview will be notified