

WAABIGONII ZAAGA'IGAN

Wabigoon Lake Ojibway Nation

RR#1, Site 115, Box 300

Dryden, ON P8N 2Y4

P: (807)938-6684

F: (807)938-1166



EMPLOYMENT OPPORTUNITY STUDENT SUPPORT COUNSELLOR

FT/PT Position: One (1) Full-Time Contract Position Available

Location: Wabigoon Lake Ojibway Nation, ON

Reports To: Education Director / Principal

Closing Date: November 1, 2024

Summary: The Student Support Counsellor is to counsel eligible students attending elementary schools in Grade 7, Grade 8, the Dryden High School, and alternative adult education institutes regarding educational, career, or vocational issues to enhance their academic performance and success.

Duties:

- To be available in the office, located in the Dryden High School, to provide counselling services regarding educational, career, or vocational issues to secondary students.
- Perform in-person check-ins with the students at the applicable Adult Education institutes twice per week to provide counselling services regarding educational, career, or vocational issues
- Perform in-person check-ins with the students at the various elementary schools weekly to provide counselling services regarding educational, career, or vocational issues.
- Establish a schedule and define a suitable method of contact that ensures availability to students.
- Refer students to specialized services based on individual needs when required.
- Review weekly attendance reports and develop improvement plans for follow up regarding attendance concerns with students, parents/guardians, and school staff.
- Submit monthly progress and attendance reports for students to the Education Director / Principal for review and approval before monthly allowance is processed and distributed.
- Complete and submit monthly student allowance cheque requisitions in a timely manner and distribute cheques to students.
- Attend any required pre-employment training and ongoing training as requested.
- Attend staff meetings as required.
- Other relevant job duties as assigned by the Education Director / Principal.

Qualifications:

- Social Service Worker diploma or a bachelor's degree in Social Work required.
- Eligibility for registration with the Ontario College of Social Workers and Social Service Workers or a relevant regulated health professional college in Ontario.
- Three (3) years' experience working with youth.
- Understanding of the determinants of health and social factors affecting health in the area.
- Knowledge of youth culture and the principles of youth engagement.
- Possess a strong knowledge of Aboriginal culture, traditions, and way of life.
- Excellent interpersonal and communication skills with diverse audiences.
- Excellent organizational skills and ability to maintain documentation.
- Initiative, accountability, patience, integrity, sound judgement, respect, and flexibility.
- Cultural awareness and sensitivity.
- Possess a valid G class driver's license and have access to a reliable vehicle.
- Proficiency with computers and software applications, such as Microsoft Office.
- Willing and able to provide a current Criminal Record Check with Vulnerable Sector Check.
- Ability to deal effectively with conflict and be able to problem solve.
- Ability to motivate and inspire children and young people.
- Ability to cooperate with other staff members, parents, and community residents.
- Must be able and willing to adhere to strict confidentiality and code of ethics.
- Willing to submit to workplace drug testing.

Please submit a Cover Letter, Resume, and 3 References (with permission to contact) by:

Friday, November 1, 2024 at 4:00 p.m. CST

Applications can be submitted by e-mail, fax, or in-person to:

Wabigoon Lake Ojibway Nation Band Office

Attention: Human Resources

RR#1, Site 115, Box 300

Dryden, ON P8N 2Y4

T: (807) 938-6684 F: (807) 938-1166

E-mail: humanresources@wlon.org

LATE APPLICATIONS WILL NOT BE ACCEPTED.