

EMPLOYMENT OPPORTUNITY

Position:	Full Time Education Counsellor
Duration:	Permanent full time upon successful completion of probation
Salary:	Min. 14.00 – Max.19.00 per hour
Start Date:	November 20, 2017

Under the direct supervision of the Administrator, the Education Counsellor will be responsible for performing a variety of duties related, but not limited to, ensuring that quality educational services are made available to all members of the First Nation. The main role of the Education Counsellor will be to administer educational assistance, provide counselling and consultation services to the members and adhere to all policies governing the Education Program of the First Nation.

QUALIFICATIONS:

- Possess Grade 12 or Equivalent
- Demonstrate verbal and written communication skills
- Have an understanding of literacy barriers and challenges
- Proficiency in all computer applications and in particular an ability to process and report via the computerized Education Program
- Demonstrate report writing skills
- Have a valid driver's license and reliable transportation

DUTIES AND RESPONSIBILITIES: The duties listed below are not exhaustive and a full description of duties will be available to the successful candidate upon hire.

- to provide, monitor and implement education services to all members of the Moose Deer Point First Nation
- to complete reports, applications, documents, etc., as per the computer program of Indigenous and Northern Affairs Canada
- to prepare and maintain accurate records for all education programs
- to maintain an accurate, updated, list of all First Nation registered status/non-status/non-native students and their families, (ie: Nominal Roll)
- to provide guidance and counselling services to the students, parents,
- to maintain contact on a regular, continuous basis with the principals, vice-principals, teachers and other education staff, at the various educational institutions that our students attend
- to schedule and attend regular meetings at the elementary and secondary schools to address the needs of the students and maintain open lines of communication with the students
- to promote educational activities in the community (ie: study nights, workshops, computers training/access, extracurricular activities, incentive programs, merit awards, field trips, etc.)
- to assist post secondary students in preparing their applications and ensuring they are informed of the education policies and procedures of the First Nation
- to initiate, promote, coordinate and supervise adult upgrading within the community
- to assist the membership and promote various training initiatives as they arise
- to ensure student/parent/worker confidentiality
- to prepare reports, as required, by management and outside agencies
- to complete correspondence and documentation as required
- to provide detailed monthly activity reports to Council and the Administrator
- to liaise and confer on continuous basis, with other members of staff, to ensure there is not a duplication of services
- to work collectively with Council, community and the other members of staff and to participate as an effective team player, at all levels

Please submit your application/updated resume to the First Nation Government Office Attention: Rhonda Williams, Administrator, on or by **November 15, 2017 at 4:30 p.m.**

We thank you for your interest but only those individuals demonstrating qualifications as identified above will be contacted for an interview.