



Eelūnaapéewi Lahkéewiit Job Posting

STUDENT SUCCESS WORKER

Education Department

The Eelūnaapéewi Lahkéewiit (Delaware Nation) Council is currently accepting applications for a Student Success Worker within the Education Department.

Job Summary

Location:
Eelūnaapéewi Lahkéewiit
Education Department
14753 School House Line
R. R. #3
Thamesville, Ontario
N0P 2K0

Job Status:
Monday - Friday
35 hours / week

One-Year Contract
Position

Salary:
To Be Determined

CLOSING DATE:
Applications must be
submitted
and received by
4:00 p.m.
March 22, 2018

Position Summary

The Student Success Worker (SSW) will advise and offer counselling service to students. The SSW will have a consultation function for learners, teachers, principals, parents and their school and community personnel to meet the needs of the learning community and to facilitate the total learning process of the students. The SSW will provide necessary administrative support to the educational levels they support. The SSW will assist in ensuring that all learning for Eelūnaapéewi Lahkéewiit students complies with all guidelines set forth by the Eelūnaapéewi Lahkéewiit Council and the Eelūnaapéewi Lahkéewiit Education Department with respect to culture, traditions and language.

Education Department Vision Statement

Through the continuation of our Ancestral Teaching, we will develop respectful, confident individuals who will reflect the traditions and culture throughout their life's journey.

In pursuit of educational endeavours we will encourage and support Lunaapeew Peoples to achieve a lifelong knowledge process that is relevant to their individual needs.

To stress the importance of education, we will foster a foundation that builds on our unique Lunaapeew history, culture, language, teaching and spirituality for all of our future generations.

Definition of Authority

The SSW will report to the Eelūnaapéewi Lahkéewiit Education Department Manager, who in turn is responsible for reporting purposes to the Eelūnaapéewi Lahkéewiit Director of Operations. The Director of Operations reports to the Eelūnaapéewi Lahkéewiit Chief and Council. All material produced within this position will be the sole property of the Eelūnaapéewi Lahkéewiit Council.

Indigenous Awareness Statement

The SSW will have awareness or have a willingness to gain awareness of the unique circumstances of Indigenous Peoples, particularly in areas such as education systems, governance structures, social aspects, values and aspirations.

Duties and Responsibilities (shall include but not be limited to)

- Provide or co-ordinate culturally relevant counselling to students regarding educational issues such as course and program selection, time tables and scheduling, school adjustment, attendance problems and study skills.
- Provide or co-ordinate culturally relevant counselling to students regarding career or vocational issues including career exploration and planning, résumé preparation, job interview skills and job search strategies and make available to them a wide range of educational and occupational information.
- Consult with principals, teachers and parents or faculty and other professionals such as psychologists, speech therapists and social workers regarding various issues and concerns, and with administrators and community agencies regarding programs and referrals.
- Develop and co-ordinate study skills groups, tutoring or workshops in the school or community on topics such as note-taking, test or examination anxiety and preparation strategies and time management skills.
- Co-ordinate or participate in student orientation for transition from the Moravian Day School, Naahii Ridge Public School and Ridgetown District High School.
- Arrange visits to educational workshops, conferences and symposiums for Eelūnaapéewi Lahkéewiit students.
- Arrange visits to possible Postsecondary institutes for graduating students.
- Counsel or co-ordinate counselling for students regarding personal and social issues such as substance abuse, depression, sexuality, eating disorders, anxiety, self-esteem, family problems, relationship and interpersonal skills and anger management.
- Counsel or co-ordinate counselling for students in crisis situations such as dealing with the death of a friend or family member, suicidal tendencies and abuse situations.
- Advocate and/or act as a liaison on behalf students as requested by parents.
- Provide culturally relevant information and materials to teachers, school personnel and non-native students.
- Work within the community to offer after school programs to assist students with literacy and numeracy.
- Perform the necessary collection and input of relevant student data within various information systems.
- Communicate as necessary with students and educational institutions to ensure adherence to established policies and procedures.
- Provide administrative support as requested to ensure the successful operation of the Education Office.
- Participate in regular team meetings and/or associated activities and provide program updates as requested.
- Maintain strict confidentiality regarding all sensitive information obtained through the course of normal duties.

Other Duties

- May be required to assist with other programs, services or projects as time permits.

Qualifications

- Familiarity with the Eelūnaapéewi Lahkéewiit community.
- Undergraduate degree in education, counselling, career development, Aboriginal studies or social sciences OR, a counselling and/or education-related diploma with 3-5 years' experience.
- Experience in First Nations Education (culture, history, systems).
- Experience with student assessment and student data analysis.
- Knowledge of First Nation Languages would be an asset, and/or a willingness to be trained in the Lunaapeew language.
- Computer Literate- (Microsoft Office- Word, Excel, FNOSR).
- Ability to manage multi- projects with identified deadlines.
- Willingness to work in a team environment.
- Valid Class 'G' Ontario Driver's License
- Must have own transportation, position requires travel
- Interpersonal skills for purposes of community communication and reporting.

Terms of Position

<u>Employment Term:</u>	Full-time (35 hours per week) – one year contract
<u>Salary:</u>	Commensurate with qualifications and/or experience
<u>Hours of Work:</u>	Flexible hours normally between 8:30 am to 4:30 pm

CLOSING DATE FOR APPLICATIONS

Interested candidates, please submit a **Cover Letter, Resume, three (3) current letters of references** – two (2) work related and one (1) character in a sealed envelope to:

Eelūnaapéewi Lahkéewiit (Delaware Nation) Administration
14760 School House Line, R. R. #3
Thamesville, Ontario NOP 2K0

<u>Marked:</u>	CONFIDENTIAL – Manager, Education Department
<u>Closing Date:</u>	March 22, 2018 at 4:00 pm
<u>Interview Date:</u>	March 30, 2018

Pursuant to Section 16(1) of the Canadian Human Rights Act, Eelūnaapéewi Lahkéewiit gives preference to First Nation applications.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note the selected candidate will be required to submit a current CPIC/Vulnerable Sector Search and consent to a background reference check.