



## Eelūnaapéewi Lahkéewiit Job Posting

### Student Success Worker Education Department

#### Job Summary

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

**Job Status:**  
Full-time, 35 hours per week,  
Contract up to 5 months

**Industry:**  
Education (Lifelong learning)

**Salary:**  
Based upon skills &  
Experience

#### **CLOSING DATE:**

**September 27, 2018  
4:00 pm**

#### **Purpose:**

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

#### **Supervision:**

The Student Success Worker shall be under the supervision of the Education Manager or equivalent, as designated by the Delaware Nation Director of Operations.

#### **Scope:**

The Student Success Worker will comply with all guidelines set forth by the Delaware Nation Council and the Delaware Nation Education Department with respect to student success.

#### **Duties & Responsibilities** (shall include but not be limited to the following):

- 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 issues and study skills;
- Provide or co-ordinate culturally relevant counselling to students regarding career or vocational issues including career exploration and planning, resume preparation, job interview skills and job search strategies, and make available to them a wide range of educational 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 the 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, Ridgetown District High School and other high schools as needed;
- Arrange visits to educational workshops, conferences and symposiums for Delaware Nation students;
- Arrange visits to possible Post Secondary institutions 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, inter-family issues, relationships, interpersonal skills and/or anger management;
- Counsel or co-ordinate counselling for students in crisis situations such as dealing with the death, suicidal tendencies and abuse situations;
- Advocate and/or act as a liaison on behalf of 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 (Delaware Nation) community
- Undergraduate degree in education, counselling, career development, Aboriginal studies or social studies 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 learn the Lunaapeew Language
- Computer Literate
- Proven ability to manage multi-projects with identified deadlines
- Willingness to work in a team environment
- Interpersonal skills for purposes of community communication and reporting
- Ability to maintain high ethical standards and absolute confidentiality
- Must have a valid driver's license and reliable insured vehicle, as some travel will be required
- Must provide a recent criminal reference check

**Terms of Position:**

Employment Term: Full-time, 35 hours/week, Contract for five (5) months

Salary: Commensurate with qualifications and/or experience

Hours of Work: Daily from 8:30 am to 4:30 pm (some flexible hours required)

## **CLOSING DATE FOR APPLICATIONS:**

Interested candidates, please submit a **Cover Letter, Résumé and three (3) names of References**

- Two (2) work related and one (1) character

Kim Sonneveld, Education Manager  
Eelūnaapéewi Lahkéewiit (Delaware Nation) Administration Office  
14760 School House Line,  
R. R. #3 Thamesville, Ontario  
N0P 2K0

Marked: CONFIDENTIAL – Student Success Worker position

**Deadline: September 27, 2018 at 4:00 p.m.**

**Interview Date: October 05, 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.*

