

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Matawa Learning Centre (MLC) Guidance Counsellor

PURPOSE OF THE POSITION

As a member of the MLC team, the MLC Guidance Counsellor will contribute to the academic and social experience of the school environment by supporting and educating students about their current and future educational journey. The MLC Guidance Counsellor will focus on the personal, social, educational, and career needs of the students, and doing so with a priority on the individual student's best interest.

SCOPE

The MLC Guidance Counsellor will be part of the MLC team. The MLC Guidance Counsellor shall develop and implement a strategic plan that will address student life planning. This may include working with parents, Boarding Parents, Student Boarding Home Counsellors, and other service provider agencies.

The MLC Guidance Counsellor will ensure the personal, social, educational, and career needs of students attending provincial school off-reserve are identified. This includes life and career planning activities and experiences, assisting students to identify their strengths and how to use them to overcome challenges, and identifying any supports required by Matawa students while attending secondary schools in Thunder Bay.

The MLC Guidance Counsellor will liaise with community and social service organizations to form partnerships to support and enhance the school's guidance program. This will include programs that address life-planning, decision making, goal-setting, self-control, confidence, time management, resiliency, and relaxation.

The MLC Guidance Counsellor will be subjected to highly confidential material in relation to the MLC, student information, assessments, etc. The MLC Guidance Counsellor shall conduct him/herself in a highly professional manner and must adhere to the appropriate guidelines regarding confidentiality as per Matawa First Nations Policies and Procedures and the MLC Policy and Guidelines.

The MLC Guidance Counsellor will work with the Matawa First Nation community schools to help prepare students with transitioning to an off-reserve school. This will include assisting with student orientation prior to leaving the community and arriving in Thunder Bay.

RESPONSIBILITIES

1. Develop and implement effective Guidance Programs for Matawa First Nation students attending secondary school off reserve.

Main Activities:

- Identify student issues, areas of concern as they relate to student's personal, social, educational, and career needs;
- Identify and review existing programs;
- Identify existing partnerships, develop any new partnerships to address student needs;
- Develop and create strategies, policies, protocols and programs to support guidance for MLC students and staff;
- Coordinate programs, resources for various services, work with the service providers;
- Provide support to MLC Staff;
- Assist with recruitment and selection of students; and
- Travel to Matawa First Nation community schools as required.

2. Provide services to Matawa First Nation students while attending school off-reserve in Thunder Bay.

Main Activities:

- Provide life and career planning activities and experiences to students throughout their secondary school experience, including helping them determine their strengths and how to use them to support their career aspirations and overcome challenges;
- Provide necessary course selection supports for students each year;
- Support students in the application processes for entering post-secondary education;
- Provide resources and support services to students who are experiencing difficulties within their environment;
- Facilitate ongoing support & coping skills to students that are transitioning, dealing with family difficulties, grieving etc.;
- Provide individual counselling and support to students who are experiencing social/emotional behavioral difficulties in school;
- Facilitate support to students encountering addiction problems;
- Facilitate support to students experiencing pregnancy or parenthood;
- Provide support to students at risk of dropping out of school;
- Referral services to appropriate support services;
- Collaborate with community programming that address mental health and wellness;
- Bridge gaps between student, boarding homes and school;
- Prepare workshops and presentations for students promoting health and wellness;
- Collaborate with MLC Principal and staff when planning and conducting programs; and
- Maintain confidential student reports and assessments.

3. Leadership

Main Activities:

- Develop and enhance relationships with Matawa First Nation Education Authorities, parents and Education Counsellors;
- Advocate for student to ensure individual student needs are met;
- Liaise and develop partnerships with community services that support students;
- Professional Development and Training for MLC Education Staff, Education Counsellors and Education Authorities;
- Visit Matawa First Nation communities in times of crisis; and
- Capacity building for student programming.

4. Administrative

Main Activities:

- Maintain records and provide summary reports of guidance program (e.g. workshops hosted or facilitated, number of students accessing services, types of services accessed, etc.);
- Study, update, and maintain student records according to Matawa Learning Centre and Ministry of Education Policies and Regulations;
- Monitor student attendance and provide counselling as needed;
- Liaise with Lakehead Board of Education Adult Education Centre to implement Prior Learning And Recognition (PLAR) assessments and remedial instruction;
- Complete or facilitate educational assessments and tests (including PLAR), analyze the results, and provide feedback;
- Assist teachers with completing progress reports and report cards;
- Assist the Principal with the development of student recruitment materials, Learning Centre resources and content for the Education Department website;
- Complete annual workplan and updates; and
- Complete other reports as required.

5. Perform related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Current *Certificate of Qualification and Registration* with the Ontario College of Teachers, with additional qualifications in Guidance & Career Education or Supporting First Nations, Metis and Inuit Students: Guidance and Counselling;
- Minimum of 3 years successful teaching experience;

- Experience with, and understanding of, life and career planning and intervention models to support student success and academic setting;
- Understanding of First Nation and Ontario education systems;
- Understanding of issues faced by First Nation youth;
- Experience in strategic planning and development in mental health and wellness for First Nation students;
- First Nation Cultures and life styles;
- Knowledge and experience with computer systems (Apple preferred); and
- Fluency in Ojibway or Oji-Cree is considered an asset.

Skills

The incumbent must demonstrate the following skills:

- Excellent oral and written communication skills;
- Ability to maintain confidential student case notes and files;
- Interpersonal and leadership skills;
- Ability to manage a comprehensive guidance and counsellor program and evaluate the effectiveness of the program;
- Ability to facilitate presentations for training, workshops and group activities;
- Ability to maintain friendly public relations and partnerships;
- Ability to deal with stress and effectively manage time;
- Ability to take initiatives and decisions for the betterment of students;
- Strong critical thinking skills; and
- Ability to multi-task.

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of MLC Guidance Counselor. The incumbent must also demonstrate the following personal attributes:

- Must be able to perform work duties with minimal supervision;
- Must be willing and able to travel as required, to both road-accessible and fly-in communities in all weather conditions;
- Demonstrated ability to work effectively with parents, students, co-workers, and administrators;
- Must provide a current Criminal Record Check and tuberculosis skin test;
- Must be able to work on call as required; and
- Possess a valid driver's license.

WORKING CONDITIONS

Physical Demands

The MLC Guidance Counsellor may have to travel throughout the community in all weather. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The MLC Guidance Counsellor may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The MLC may be a busy facility. The MLC Guidance Counsellor may have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of member First Nation leaders and members. The MLC Guidance Counsellor may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer, which may cause eyestrain and occasional headaches.

Mental Demands

The MLC Guidance Counsellor will have to manage a number of requests and projects at one time. They must be aware of all Matawa Tribal Council business in the communities and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name Date	<hr/> Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Chief Executive Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.