

KIIKENOMAGA KIKENJIGEWEN EMPLOYMENT & TRAINING SERVICES



JOB DESCRIPTION

KAEP Counsellor

Purpose

The KKETS Adult Education Program (KAEP) Counsellor will work closely with the Director of Learning, KAEP staff, and students, to ensure mindfulness strategies are facilitated with care and that appropriate wellness supports are available.

Scope

The KAEP Counsellor will provide mental health, and wellness supports to students attending KAEP and other KKETS programming and services. This role will offer preventative mental health service delivery and programming from a holistic perspective, seeking to address all areas of wellness including physical, mental, emotional, and spiritual.

Reporting to

KAEP Director of Learning

Education

Honours Bachelor of Social Work (HBSW) degree, or a Social Service Worker diploma, or a degree in a related field.

Professional Designation

Current registration with the Ontario College of Counsellors and Social Service Workers.

Previous Experience

- Minimum of 2 years experience working with Anishinaabek populations in a social services field.
- Previous experience working with First Nation communities is an asset.

Knowledge, Skills, and Abilities

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Knowledge of foundational theories, principles, and practices as they relate to Social Services, Social Work, and/or Counselling.
- Knowledge of assessment tools and harm-reduction practices.
- Strong knowledge of practice regulations.
- Familiar with privacy, confidentiality, and duty to report.
- Knowledge of community support services, both in Thunder Bay and in the Matawa communities
- Cultural Competency.
- Knowledge of First Nations culture, history, community-based services, geographic realities, and social conditions within remote First Nations communities.
- Ability to work independently and with confidentiality.
- Ability to coach and mentor others to achieve personal life balance.
- Ability to communicate effectively in a cross-cultural setting.
- Develop and present social development workshops.
- Effective case management and confidential record keeping practices.
- Knowledge of relevant legislation and programming.
- Knowledge of KKETS policies and procedures.

- Understanding of Matawa First Nations Management and Kiikenomaga Kikenjigewen Employment & Training Services.

Skills

The incumbent must demonstrate the following skills:

- Initiative-taker who can effectively work independently and/or as part of a team
- Highly adaptable and able to work in a demanding environment, while demonstrating appropriate discretion, judgement, and critical thinking skills.
- Ability to work under pressure.
- Strong interpersonal and communications skills (written and oral) and an ability to establish and maintain rapport effectively with clients and partners in a respectful fashion.
- Highly organized, capable of multi-tasking and managing time effectively.
- Proficiency in computer skills and technology-based applications: word processing/Microsoft Word, Outlook/email, electronic databases, etc.
- Ability to think critically and without prejudice.
- Advocacy skills.
- Fluency in Ojibway or Oji-Cree is considered an asset.
- Experience in First Nation education is considered an asset.

Personal Attributes

The incumbent must also demonstrate the following personal attributes:

- Organizational and planning skills
- Good judgement skills
- Demonstrate sound work ethics
- Attention to detail and accuracy
- Must be able to perform work duties with minimal supervision
- Must be able to work as part of a diverse team

Proficiency in Computer Use

- Word processing, Excel, Power Point, Outlook
- Databases (school information systems-e.g. Dadavan/Outcomes, PowerShcool)
- Internet navigation

Personal Characteristics

- **Ethics:** Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization
- **Confidentiality:** Maintain strict confidentiality both inside and outside of the workplace
- **Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization

- **Communication:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- **Client focus:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters
- **Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- **Decision making:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization
- **Leading:** Positively influence others to achieve results that are in the best interests of the organization
- **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Planning:** Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results
- **Problem solving:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem, often using creativity and innovative thinking
- **Energy:** Bring energy and enthusiasm to the workplace
- **Flexibility:** Adapt to changing scenarios and stimuli
- **Quality:** Focus on details and ensure all work is of a high standard of quality
- **Results:** Focus on achieving desired outcomes of all tasks undertaken
- **Accountability:** Be reliable, dependable, and accountable for personal actions
- **Coaching:** Coach and mentor others to help them develop both professionally and personally
- **Professional development:** Be driven to continuously improve professional knowledge and skills

Working Conditions

Physical Demands

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 employee may be required to do hands-on work with community members, which will require that they are physically capable of being on their feet/active for long periods of time.

Environmental Conditions

The KKETS work environment can be busy. The employee may have to manage several projects at one time and may be interrupted frequently. The employee may find the environment busy, noisy and they will need excellent organizational and time and stress management skills to complete the required tasks. Additionally, the employee may be required to attend, participate in, and facilitate events which will require that they are able to tolerate and manage themselves professionally in environments which can often be extremely busy and noisy.

Sensory Demands

Sensory demands can include reading and use of the computer which may cause eye strain and occasional headaches. KKETS and KAEP may be noisy and busy, making it difficult for the employee to concentrate.

Mental Demands

The employee will have to manage several requests and projects at one time. They must be aware of KKETS business in the communities and all relevant legislation, policies, and procedures. They must be available at times to work flexible workdays/hours. The employee must be prepared to deal with emergencies and stressful situations at any time.

Additionally, given that the employee will be working in the field of Mental Health; the employee should be prepared to encounter situations where they may be personally triggered by scenarios they encounter professionally and/or information that is disclosed to them whilst doing front-line work. As such, it is imperative that employees have effective and healthy coping strategies implemented in their day-to-day lives to manage the stress they may encounter throughout their workday both during and after workhours.

Primary Duties and Responsibilities

1. Social Work Support

Primarily responsible for coordinating, assisting, planning and supporting social work service of KKETS.

- Assist KAEP teachers with the implementation of mindfulness strategies with students.
- Assist with aftercare for students who may require support services while attending KAEP.
- Case management skills (scheduling and managing appointments, wellness checks).
- Comfortably providing mental health support and services to adult learners.
- Support KAEP students in addressing mental health issues that may include trauma, grief and loss, depression/anxiety, self-injury/suicide prevention services, harm reduction, safety planning and substance misuse and addictions.
- Connect clients to culturally relevant support as requested/needed.
- Maintain accurate and confidential client records electronically and in a timely manner.
- Follow Duty to Report requirements as necessary.
- Develop, promote, and facilitate mindfulness practices for students.
- Assists in the preparation of activity summary reporting and evaluations.
- Establish linkages to community traditional helpers.
- Maintain and present a positive and professional image of the social work profession.

2. Administration and Reporting

Complete administrative functions and reports, and adhere to KKETS policies, procedures and relevant practices.

- Ensure confidentiality and safekeeping of all KKETS documents and records.
- Develop and maintain accurate, up-to-date, and concise work files.
- Work in compliance with the Occupational Health and Safety Act and any other relevant legislation.
- Coordinate travel accommodation, travel claims and honorariums as required.
- Prepare and submit monthly reports, attendance records and travel expense claims.
- Follow the Agency's human resources, finance and other policies and procedures in the performance of duties.

3. Program Development and Delivery

Main Activities:

- Develop and deliver mindfulness and well-being programs and activities.
- Provides relevant, competent social work services to the students of KAEP and KKETS.
- Ensures all social work services are delivered with excellence and conforms to the KKETS policies and procedures, in accordance with the Ontario College of Social Work and Social Service Workers.
- Ensures the highest quality of social work support is available and in the best interests of students and their overall well-being.
- Plan, organize and coordinate mindfulness workshops, programming and activities, for students and staff at KKETS.
- Assist in obtaining the necessary supplies, equipment and/or funds to facilitate well-being functions at KKETS.
- Provide on-going support and encouragement to students in their academic work and in their planning for post-secondary (i.e. college, university, trades, work).
- Assist the Director of Learning and the KAEP Manager to identify areas of partnership with potential mentors, organizations and businesses that will support students' goals, academic and wellness success.

4. Administration

- Maintain and develop long range plans and provide related reporting as required.
- Maintain daily activity attendance and other non-academic records as required.
- Monitor use of resources with administration to ensure adequate program resources are available.
- Facilitating/attending training and professional development.
- Prepare resources and programming for student wellness needs and interests on an annual basis.
- Assist teachers in reporting student progress as required to the Director of Learning, KAEP Manager, Guidance Counsellor and students.

5. Leadership

- Monitor and modify programs and materials as necessary to ensure they meet identified student wellness needs.
- Liaise and build relationships with Matawa First Nations, government agencies and regional partners.
- Advocate for students to ensure individual student wellness needs are met.
- Recommend additional wellness resources to support program development and success for all students.
- Acts in a professionally appropriate manner and is a positive role model for students.

6. Other Duties

- Ensure that all business and operations are conducted in a responsible, confidential and ethical manner.

- Maintain case management notes and files.
- Participate in KAEP and KKETS team meetings.
- Must provide a current Level 1 Police Criminal Record Check.
- Willingness and ability to travel as required, to both road-accessible and fly-in communities.
- Holding or having the ability to obtain a valid Ontario Driver's License.
- Perform other duties as required. Participate in internal or external committees as required or assigned.

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

EMPLOYEE

I certify that I have read and understand the responsibilities assigned to this position and accept the contract.

Printed Name: _____

Signature: _____

Date: _____

KKETS MANAGEMENT

I certify that this written job description accurately describes the responsibilities assigned to this position.

Printed Name: _____

Title: _____

Signature: _____

Date: _____