



## EMPLOYMENT OPPORTUNITY (Internal/External)

### Shibogama Education Support Services Program (SESS) On-Call Worker

#### **SUMMARY OF POSITION**

Under the direction of SESS Coordinator, the SESS On-Call Worker is responsible to deliver student support services to secondary students from Shibogama communities attending NNEC and provincial schools in Sioux Lookout and Thunder Bay.

#### **RESPONSIBILITIES OF THE POSITION**

1. *Provide after-hour support services for students and boarding home parents.*

Activities:

- Provide timely transportation as needed.
- Be prepared to respond to urgent situations as they arise when on shift.
- Ensure on-call phone is in working order at all times and is on throughout the shift/night.
- Provide support to students who are in crisis and contact appropriate supports and follow-up, including making/assisting with referrals.
- Notify supervisor(s) of urgent safety issues/situations as quickly as possible.
- Follow SESS policies, procedures and protocols regarding crisis response and interventions.
- Communicate with students to determine their needs and interests and establish rapport.
- Establish a connection with boarding home parents to better understand student's home environment and situation.
- Become familiar with and monitor "hot spots" (e.g. known hangouts) during shifts.
- Maintain communication with other members of SESS team for updates on students; receive input, advice, etc.
- Assist in emergency situations (e.g., missing student, intoxicated student, student in need of medical support).
- Participate in mandatory On-Call Worker training and other professional development sessions.

2. *Provide additional support activities for students, as required:*

Activities:

- Provide transportation to student activities and appointments.
- Communicate with organizations representing youth to support the needs of students.
- Provide boarding home support, as directed.

3. *Promote programs and local services to students for recreation and support:*

Activities:

- Ensure the students are aware of available activities which may interest them.
- Ensure the students are aware of available supports which they may require (e.g. addictions, legal, health, financial).
- Remain aware of community events and program activities which may interest students.
- Maintain positive working relationships with organizations such as police, ambulance, hospitals.

4. *Perform required administrative duties to ensure program accountability and continuity.*

Activities:

- Respond to phone calls or texts in a timely manner
- Provide reports (e.g. student incidences, “hot spots”, incidences with service providers, on-call vehicle servicing and maintenance needs), as required.
- Record information on, and prepare reports, concerning On-Call services costs, attendance, equipment & vehicle maintenance (e.g. gas, oil changes, service logs, repairs).
- Maintain cleanliness of program vehicle and adhere to policies regarding use and transportation of passengers.
- Ensure all programs and activities are implemented according to relevant education legislation, policies and procedures.
- Participate in the evaluation of the effectiveness of on-call services and make recommendations for their improvement.
- Participate in team meetings and debriefing as directed by the program coordinator.
- Complete other reports as required.

**QUALIFICATIONS, SKILLS AND ABILITIES**

Preferred Qualifications (relevant experience may also be considered):

- Post secondary education in the field of social services.
- Minimum of 3 years working in a community setting with youth.
- Formal training in suicide risk assessment and intervention.
- Understanding of issues faced by First Nation youth living in remote communities.
- Knowledge and experience with computer systems and applications.
- Fluency in Oji-Cree is considered an asset.

Demonstrated Skills and Abilities:

- Excellent communication skills: oral, written and interpersonal.
- Ability to maintain confidential student case notes and files.
- Ability to achieve deliverables and evaluate the effectiveness of the program.
- The ability to work effectively with parents, students, co-workers, and administrators.

- Ability to deal with stress and effectively manage time.
- Ability to work independently, as well as a member of a team.
- Strong critical thinking skills and willingness to contribute to the team.
- Ability to multi-task effectively and efficiently.
- Ability to perform work duties in an organized manner with minimal supervision.
- Demonstration of personal wellness and substance free living to act as a healthy role model for youth.
- The availability to work on the weekends, in the evenings and throughout the night is required.
- Must be willing and able to travel as required, to both road-accessible and fly-in communities in all weather conditions.
- Successful candidate must provide a clean, current CPIC and VSS.
- Must possess a valid driver's license and provide a current driving abstract.

**Term:** Fixed term position

**Anticipated Start Date:** Flexible Start Date

**Location:** Sioux Lookout and Thunder Bay sites.

**Salary:** Based on qualifications and experience

#### **Application**

Applicants must include a cover letter, resume, two references indicating most recent employer, certificate of qualification and a recent CPIC and VSS. In accordance with the Freedom of Information Act, applicants must provide a signed and dated statement authorizing SFNC personnel to contact references.

**Application Deadline:** February 23, 2018 at 2pm

**Applications must be directed to:** Matthew Angees, Interim Executive Director

Shibogama First Nations Council

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Email and faxed resumes along with required documentation will be accepted. We wish to thank in advance all those who submit applications.

**ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED**