



EMPLOYMENT OPPORTUNITY (Internal/External)

Shibogama Education Support Services Program (SESS) Transition Coordinator

SUMMARY OF POSITION

Under the direction of SESS Coordinator, the SESS Education System Navigator provides support to secondary students from Shibogama communities attending NNEC and provincial schools in Sioux Lookout and Thunder Bay. This position will provide students with the necessary supports tailored to fit the academic and social needs of the individual.

RESPONSIBILITIES OF THE POSITION

1. *Provide a range of information to students and their parents/guardians related to the programming and services that enhance student access, and success and quality of learning experiences.*

Activities:

- Respond effectively to student issues and areas of concern as they relate to student's personal, social, educational, and career needs.
- Become familiar with all aspects of SESS services and programming, in addition to knowledge pertaining to relevant community resources youth might access.
- Maintain a thorough understanding of the provincial and federal education systems.
- Provide guidance to students that will enhance their access, success and quality of learning.
- Be willing to advocate on behalf of the students.
- Collaborate, participate and initiate with community partners, events, celebrations and ceremonies that promote education and success of students.
- Provide education navigation, including assistance with registration and preparation for post-secondary education where necessary.
- Organize and facilitate program information sessions pertaining to post-secondary and job search workshops for small groups.
- Work with students to develop both short and long-term education and career plans.
- Build and maintain relationships with teachers and students to stay aware and current regarding student progress and offer student support.
- Connect students to additional resources as needed.
- Collaborate with local secondary schools for purposes of effective communication regarding the service needs of students.
- Travel to community schools within Shibogama's service area as required.
- Participate in team meetings and debriefing as directed by the program coordinator.

2. *Support school administration with regard to student success.*

Activities:

- Recommend relevant educational pedagogy and modifications to current school success models based on research and best practices that could have a positive impact on the effectiveness and success of students.
- Advocate for the presence of mental wellness programs and activities in schools.

3. *Network with external agencies and organizations:*

Activities:

- Develop positive professional relationships with SESS team members, teaching staff, mental health workers, Elders, students, education counsellors, Shibogama communities, and applicable agencies and government organizations to support the ongoing development and implementation of student success planning.

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

Activities:

- Maintain records and provide summary reports of activities
- Provide internal reporting as required with the preparation of reports and presentation materials for various audiences.
- Complete annual work plan and updates.
- Complete other reports as required.
- Participate in team meetings and debriefing as directed by the program coordinator.

QUALIFICATIONS, SKILLS AND ABILITIES

Preferred Qualifications (relevant experience may also be considered):

- A Bachelor's Degree in Education or equivalent combination of relevant education and experience.
- Current registration with the Ontario College of Teachers (OCT) and successful experience as a school teacher, preferably in a First Nation school.
- Understanding and experience working with regional Indigenous communities and awareness of local cultural practices and protocols.
- Knowledge and understanding of First Nation and Ontario education systems.
- Experience and understanding of school success strategies and intervention models to support student success and learning at elementary and secondary levels.
- Demonstrated ability to respond to the developmental needs of students.
- Demonstrated ability to be an advocate.
- Ability to maintain a high level of confidentiality.
- Fluency in Oji-Cree is an asset.

Demonstrated Skills and Abilities:

- Excellent communication skills: oral, written and interpersonal.
- Ability to achieve deliverables and evaluate the effectiveness of the program.
- Ability to facilitate presentations for a variety of audiences.
- Ability to maintain positive public relations and partnerships.
- 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.
- Availability to work on call, as 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 qualifications 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
P.O. Box 449, 81 King Street
Sioux Lookout, ON P8T 1A5
PH: (807) 737-2662 ext. 2280 FAX: (807) 737-1583
EMAIL: matthewa@shibogama.on.ca Website: www.shibogama.on.ca

Email and faxed resumes along with the 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