



Wahnapiatae First Nation

259 TAIGHWENINI TRAIL ROAD
CAPREOL ONTARIO, P0M 1H0

Phone: (705) 858-0610

Fax: (705) 858-5570

www.wahnapiataefirstnation.com

JOB POSTING

JOB TITLE: Post-Secondary Support Counsellor

LOCATION: Wahnapiatae First Nation

TERM: Full-Time, Permanent

REPORTS TO: Education Director

NATURE AND SCOPE OF POSITION:

The Post Secondary Support Worker (PSSW) will report directly to the Education Director. The PSSW will be responsible for providing support and aid to Wahnapiatae First Nation (WFN) on and off reserve members that wish to attend a post-secondary institution. The PSSW will be responsible for supporting our students in achieving their academic goals, following education pathways, and supporting student success and student well-being. The PSSW will work closely with Wahnapiatae First Nation education staff, parents/guardians, and any other partners who support the educational journey of Anishnibek students.

SPECIFIC RESPONSIBILITIES:

- Develop a Support Team that includes administrators, education staff, counsellors, Indigenous Support Workers, or other relevant service providers to help identify individual needs of our students within their perspective post-secondary institution.
- Support Students, with implementing their IEP with their post-secondary institution.
- Do check-ins with Post secondary students, at specific times of the academic year, conducted virtually or in-person.
- Work with WFN members and Community members seeking training opportunities, through Gezhtoojig employment and training, and WFN's FNX education and training avenues.
- Assist education team with the annual award ceremony.
- Build strong, trusted relationships with post-Secondary students.
- Assist education Director with review and changes if needed to the post-secondary policy, guidelines, and the application form for students.
- Create and update list of scholarships and post on WFN website.
- Ensure that post-secondary applications are received within deadline.
- Review applications, and create recommendations based on budget to review with Education Director, and Executive Director
- Prepare approval letters, and sponsorship letters for post-secondary students and institutions in a timely manner.

- Prepare budget for finance department of approvals and payments.
- Ensure that all post-secondary students submit all required document, including their grades per semester to continue receiving their funding.
- Act as a role model, displaying professional attitudes and behaviour.
- Encourage a developmental approach with individuals in an age and situation appropriate manner.
- Encourage involvement for the individual, providing opportunities for structured and informal involvement.
- Provide appropriate support to the individual adhering to ethical standards.
- Other duties as required to support the education of our post-secondary students.
- Relay important concerns and information to the Education Director
- Attend regular staff meetings and participate as a team member of the Education Department
- Participate in networking opportunities with various organizations and institutions in implementing the requirements of the post-secondary program, eg. Anishinabek Education System, Other First Nation communities, professionals, and relevant organizations and (Ontario Native Education Counselling Association) ONECA.
- Ensure to maintain strict confidentiality of student's information and all internal documents.
- Operate computer software relevant to post-secondary program.
- Ability to demonstrate sound judgment in application of policies and proposing policy amendments to meet student needs.
- Assist to develop, plan, organize, monitor and manage the post-secondary budget.
- Ensure educational institution inquires regarding student sponsorship confirmation are responded to in a timely matter and maintain excellent rapport.
- Assist in reviewing and updating the Post-Secondary policy and application
- Other duties as requested by the Education Director

QUALIFICATIONS:

- Minimum grade 12, with knowledge of post-secondary requirements.
- Strong knowledge/awareness and understanding of IEP's (individual education plan's)
- Strong knowledge or awareness of Anishinabek culture and language would be considered a strong asset.
- Ability to work with students, indigenous support workers, program coordinators, employees, and parents.
- Demonstrate ability to assess and be sensitive to student/participant needs.
- Must possess a valid G driver's license.
- Current First Aid and CPR Certification would be considered an asset.
- Current Criminal Record with Vulnerable Sector check
- Strong ability to cope in stressful situations.
- Strong communication and interpersonal skills to build and maintain excellent rapport with students and educational institutions.
- Strong time management and organizational skills to meet deadlines.
- Understanding of First Nation needs and aspirations.

HOW TO APPLY

Please forward your cover letter, resume, and three (3) work references by email to recruitment@wahnapitaefn.com

*Anishinabek and First Nation members are encouraged to apply.
We thank all applicants for their interest, however, only those interviewed will be contacted.*