

STUDENT SUCCESS AND ENGAGEMENT COORDINATOR

EMPLOYMENT OPPORTUNITY

Term: Full time (35 hours per week)

Salary Range: \$57,208 - \$69,766 / year + Group Benefits and Pension
(Subject to education and/or experience or a combination of both)



The Student Success and Engagement Coordinator will play a crucial role in promoting WRFN students' overall well-being by providing support, resources, and programs that enhance their physical, emotional, and mental health. This position involves direct interaction with students, coordination of wellness initiatives, and collaboration with other departments to create a healthy and supportive learning environment.



RESPONSIBILITIES:

Wellness Support and Counseling:

- Provide one-on-one and group counseling sessions to support students' mental health and emotional well-being.
- Offer crisis intervention and management, ensuring students receive timely and appropriate care.
- Develop and implement individualized wellness plans in collaboration with students.
- Builds relationships, trust and credibility.

Health Promotion and Education:

- Design and deliver workshops, seminars, and campaigns focused on various aspects of student wellness, including stress management, nutrition, physical activity, and substance abuse prevention.
- Create educational materials and resources to raise awareness about wellness issues and promote healthy lifestyles.

Program Coordination:

- Plan, coordinate, and evaluate wellness programs and activities that address the diverse needs of the WRFN students.

Resource Management and Referral:

- Maintain up-to-date knowledge of community resources and services related to health and wellness.

Data Collection and Reporting:

- Collect and analyze data on student wellness needs, program participation, and outcomes to inform program development and improvement.

Advocacy and Support:

- Advocate for student wellness needs within the school, promoting policies and practices that support a healthy campus environment.
- Act as a liaison between students, their families, school staff, and administration.

*For a complete Job Description, please email:

hrmanager@whitefishriver.ca

QUALIFICATIONS:

- Bachelor's degree in Social Work, Psychology, or a related field.
- Minimum two (2) to five (5) years of relevant experience providing direct support to students (including, e.g., work-integrated learning, co-op, community engagement, career services) environment.
- Thorough knowledge and understanding of best practices in advising and career coaching.
- Experience developing and maintaining school partnerships.
- Knowledge and appreciation of Anishinabek Culture, traditions, language, and history.
- Writing skills to prepare plans, reports, presentations, correspondence, and other documents.
- Excellent oral and written communication and interpersonal skills.
- Ability to develop and maintain confidential incident reports using a standardized format and to deliver workshops.
- Knowledge and skills in working with youth living with mental health challenges, along with current issues facing Indigenous Youth.
- A valid Ontario Class "G" Driver's License and access to a reliable personal vehicle.
- The candidate must have strong computer skills, including using Microsoft Word, Excel, PowerPoint, Adobe Acrobat, and email software and adapting to and learning new technologies.

SKILLS:

- Demonstrated excellent organizational and time management skills, attention to detail, and accuracy; Strong analytical and problem-solving skills, professional manner, tact, diplomacy, and ability to work well with all levels of school staff and students.
- Strong and accurate data entry skills and intermediate skills with databases.
- Demonstrated ability to handle conflicting priorities and deadlines; to interpret and advise on policy.
- Excellent multi-tasking skills under high-stress situations.
- Patience and ability to develop collaborative relationships with internal and external constituents.
- Ability to create a welcoming student environment and provide excellent customer service.
- Sound knowledge of School and WRFN policies and procedures.

*Must provide an up-to-date Police Vulnerable Sector Screening Check upon hire.

Applications must be submitted by noon on August 15th, 2024.

Interested applicants must submit a current resume, cover letter, two (2) work-related references, one (1) character reference (with contact information) and applicable education diplomas/certifications to:

CONFIDENTIAL: STUDENT SUCCESS AND ENGAGEMENT COORDINATOR

Whitefish River First Nation

17-A Rainbow Ridge Road, P.O. Box 188; Birch Island, ON P0P1A0

Email: jobapplications@whitefishriver.ca Fax: (705)285-4532

Miigwetch to all who apply; however, only those applicants selected for an interview will be contacted.