



EMPLOYMENT OPPORTUNITY

The Southern First Nations Secretariat (SFNS) is seeking qualified applicants for the position of:

Post-Secondary Education Counsellor

(Part-Time, Contract Position)

POSITION REPORTS TO: Manager, Post-Secondary Program

EMPLOYMENT DURATION: 1 Year

EXPECTED HOURS: 22.5 hours per week, based on a flexible schedule

POSITION SUMMARY: Under the direction of the Post-Secondary Manager, the Post-Secondary Education Counsellor supports members of SFNS member First Nations considering or pursuing a Post-Secondary education. The Post-Secondary Education Counsellor engages and shares information with potential future Post-Secondary students, their families and educational institutions; processes approved applications and maintains student records; provides counselling to students; and advises educational institutions, advocating for students. The Post-Secondary Education Counsellor adheres to the Ontario Native Education Counselling Profession standards.

DUTIES

Key Result Areas:

- Research to stay informed of relevant Post-Secondary education institution programming and admissions criteria, government programs and funding, and other regulations, standards and guidelines;
- Provide accurate information, support, advocacy and direction to applicants and students to enable them to reach their academic and career goals;
- Build and maintain positive working relationships with students, community members, Post-Secondary education institution staff and other organizations through ongoing communication (telephone calls, social media outlets, email, etc.);
- Recommend policy amendments as necessary to meet student needs;
- Review registration and acceptance letters, prepare and send sponsorship letters and process applications in a timely fashion;
- Maintain relevant records and digital files (e.g. application and registration forms and case notes, medical and other confidential documentation, etc.);
- Monitor student grades and process student program reports at the school year end;
- Collect financial support, curriculum and fee information from students in a timely manner;
- Represent the program at career fairs, information sessions and other events; and
- Develop and maintain positive working relationships with faculty and staff at educational institutions.



STATEMENT OF QUALIFICATIONS:

Basic Requirements (Mandatory & Minimum):

- Bachelor of Education or Bachelor of Arts in Social Work or related field of study; and
- Three years of related experience (Post-Secondary student guidance & counselling).

Rated Requirements:

- Graduate degree in Education, Social Work or related field of study.
- Understanding of Canada's and the United States' Post-Secondary education system;
- Understanding of First Nations program delivery, experiences, and challenges in Post-Secondary education;
- Demonstrated counselling knowledge and experience;
- Ability to work as part of a team, including with educational institutions;
- Ability to navigate difficult interpersonal situations;
- Strong verbal and written communication skills;
- Excellent organizational and time management skills;
- Proficiency in Microsoft Outlook, Word and Excel as well as navigating the Internet;
- Willing to travel, valid driver's license, and unrestricted access to reliable transportation; and
- Willingness to provide a police check.

PHYSICAL DEMANDS:

- Sitting for long time periods in office at a desk, computer terminal, or in meetings;
- Required to drive a vehicle to perform duties; and
- Very occasional medium lifting (maximum 50 pounds).

SALARY RANGE: \$25.64 - \$34.36 an hour, commensurate with experience.

Closing Date: **Wednesday, May 15, 2019 at 4:00pm**

Interviews are tentatively scheduled for Thursday, May 23, 2019

Please submit a resume with three current, written employment references to:

Natalie Fletcher - Manager, Post-Secondary Program
Southern First Nations Secretariat
22361 Austin Line
Bothwell, ON N0P 1C0
Fax: (519) 692-5976
Email: natalie.fletcher@sfns.on.ca

Please clearly mark your envelope or subject line: "Confidential – Post-Secondary Education Counsellor."



We thank all applicants for their interest, however, only those selected for an interview will be contacted.

* A full job description is available upon request.

PREFERENTIAL HIRING:

SFNS encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with SFNS' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration must self-identify.