

AVAILABLE POSITION TERRITORIAL STUDENT PROGRAM COUNSELLOR PERMANENT POSITION (10 month)

1. Under the direction of the Supervising Administrator, the Territorial Student Program Counsellor will:
 - assist in finding suitable, stable, and caring boarding guardians for territorial students;
 - assist in minimizing the difficulties of territorial students in their adjustments and transition to new schools, new home, new community, new temptations, and lack of close family support;
 - encourage and facilitate student participation in a variety of worthwhile and socially healthy activities;
 - maintain close communication with schools, students, boarding guardians, and parents to anticipate and head off potential problems;
 - develop and maintain the confidence, trust and respect of students, parent(s)/guardian(s), boarding parents, teachers, and Board officials, and maintain the confidentiality of all student information;
 - maintain regular contact with parent(s)/guardian(s) to provide updates on student progress and potential issues;
 - communicate effectively and respond to crisis situations; and
 - develop respectful, productive, and positive relationships between students, parent(s)/guardian(s), boarding home guardians, and Lakehead Public Schools.
2. The job description is organized around the following focal points of the Counsellor's work: office, boarding guardians, students, and schools.

Office:

Maintain files relating to their case load; prepare correspondence and reports; complete necessary office forms; confer regularly with the manager/supervisor; leave information concerning their out-of-office locations.

Boarding Homes:

Develop and maintain a list of suitable homes and ensure suitability by visiting each home, complete assessment forms, and check references before assigning any student to it; hold meetings of home guardians to provide support and to hear and discuss mutual concerns; confer with boarding guardians on a regular basis after assigning one or more students to such boarding guardian; ensure that at least two weeks' notice is given to home guardians when students wish to move or when the home guardians wish a student(s) to move; provide assistance to boarding home guardians when problems develop with students.

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T.S.P. Parents:

Visits Armstrong to meet with parent(s)/guardian(s) of incoming students; explain school programs to prospective students and parent(s)/guardian(s); assist them in making sound choices; communicate with parent(s)/guardian(s) on student attendance and progress; assist in arrangements for course changes, transfers and withdrawals; inform parent(s)/guardian(s) about school expenses, school timetables, school year calendars; ensure that parent(s)/guardian(s) receive all other necessary information; make public presentations to groups of parent(s)/guardian(s) as necessary.

Schools:

Communicate openly and regularly with school personnel, especially principal, guidance, and special education personnel; use school facility for most regular counselling sessions; inform school of their planned absences; receive reports from school which relate to students in their case load; compile statistics relating to students; confer with teachers of students in their case load. Counsellor may participate in I.P.R.C.s in an ad hoc advisory capacity when requested, but do not vote on or dispute I.P.R.C. decisions.

Students:

Introduce students to boarding home guardians; mediate in conflict situations between students and home guardians; provide information and assistance regarding students' orientation to the city (transportation, location of important facilities, etc.); arrange and supervise school orientation for students planning to attend school in Thunder Bay; meet regularly with students to discuss problems, provide support and information; keep students informed about school programs; keep informed about students' progress; deal directly with truant students, refer students to guidance counselors, principals and teachers for educational counseling; assist students in arranging medical and dental appointments and accompany them when necessary; assist students with court arrangements when necessary; establish contact with court workers, probation officers and related agencies after discussing case with Manager/Supervisor and receiving consent from parent(s)/guardian(s); refer students to social agencies and community resources after informing parent(s)/guardian(s) and TSP Supervisor; plan recreational activities and encourage student participation, purchase school supplies, and clothing, etc. in emergency situations; assist with travel arrangements as needed; follow-up on after hours calls as necessary.

3. Personal Qualities:

- experience working with adolescents and families;
- effective oral and written communications skills;
- flexible and able to work independently;
- maintains confidentiality;
- presents positive and professional attitude to staff and community;
- high level of credibility and integrity.

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4. Qualifications:

- Bachelor of Social Work or equivalent related experience;
- Valid Ontario Driver's License;
- Formal counselling experience is not required but considered an asset;
- Knowledge and understanding of First Nation culture, customs, heritage, values, and history;
- Experience working with First Nation students, parent(s)/guardian(s), and community;
- A good knowledge of issues and challenges of First Nation students;
- Experience in recreational planning is not necessary but is considered an asset;
- Knowledge of Ojibwe/Oji-Cree would be an asset.

5. Application Procedure:

Applications are to be emailed to hr@lakeheadschoools.ca

Application packages must include a cover letter, detailed resumé, and permission to contact two references.

Offer of employment is conditional upon the successful candidate providing a current, original Police Record Check including Vulnerable Sector Screening dated within the past six (6) months. The PRC does not need to be included in your application package.

Lakehead District School Board thanks all applicants for their interest. Only candidates selected for an interview will be contacted.

Lakehead District School Board is committed to equity in employment. We provide reasonable accommodation at any point throughout the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act. If you require accommodation, please contact Human Resources at accommodation@lakeheadschoools.ca so that appropriate arrangements may be made.

The deadline for applications is 4:00 PM, Friday, November 25th, 2022

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Lakehead District School Board