

Shibogama First Nations Council

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Head Office: Wunnumin Lake First Nation
Box 105, Wunnumin Lake, ON P0V 1Z0
(807) 442-2559 Fax: (807) 442-2627

Shibogama Education Secondary Education Support Services Worker (SESS Worker) Job Description

Position Summary:

Under the direction of the SESS Manager, the SESS Worker is responsible to deliver the student support and education services to all SESS off-reserve secondary students attending all sites. SESS Worker will work out at Pelican Falls First Nations High School 75% of the time.

Duties and Responsibilities

- Adhere to SESS Program Policy & Procedures to ensure compliance & safety and well being of all students and SESS staff.
- Review and fully understand the Shibogama Personnel Policy as it applies to employees.
- Conduct interviews with new students to obtain information to adequately support and assist them.
- Review and update all students' files on the database once available as per the Education Assistance form: personal/medical/social/academic history.
- Develop the site filing system that will contain student information, parent & guardian contact information and policy & procedures.
- Utilize the SESS templates for reporting purposes as per student situation and develop new forms as required in conjunction with the SESS Manager.
- Use the appropriate program administration forms such as: PO's, cheque requisition, travel advance, travel claims, and leave forms and maintain your own file.
- Implement and adhere to the approved Boarding Home Policy and Procedures (purpose, recruiting, screening, interviewing, monitoring and expectations, etc.)
- Clearly inform the students & boarding home parents, schools of your position and provide them the contact information and your work schedule as well as the on-call casual workers and SESS Manager.
- Develop alternative emergency contacts with SESS Manager in case of emergencies.
- Follow the emergency boarding home rate as approved by the Board. Needs revision and additional information added.
- Provide educational & student support services to the students by working with all sites to access tutoring and support services for the students.
- Develop and maintain a positive working relationship with the boarding home parents and other service providers. (school principals, holistic program, OPP)
- Provide guidance and initial counselling to the students prior to referring.
- Access all programs for the students attending all sites.
- Develop and maintain ongoing communication with SESS program, parents, students and communities on a bi-weekly and monthly basis using different means.
- Monitor all students at all sites on a scheduled basis to keep track of each students' overall performance and attendance through a student tracking system.

- Work closely with the schools' special education teachers to monitor and support the IEP students on a regular basis.
- Develop annual school visitations per month at each school and adhere to it for consistency purposes.
- Always maintain confidentiality when dealing with the students and parents.
- Provide the required reporting for the database system on a timely basis once available.
- Support worker and on-call workers will use SESS vehicle for transportation purposes and must keep track of the usage on the logbook.
- Responsible to help the on-call workers and work closely with them.
- Plan out of town trips accordingly and ahead of time.
- Ensure the students are provided with best quality care, support and education services.
- SESS staff are expected to encourage the local community members to spend time with the students when they are in town.
- SESS worker shall be accessible to the students, parents and BH parents always.
- Provide a quarterly written report of the program for the Shibogama Education Board.
- Perform any other duties as required by SESS program.

Education and Experience Requirements

- Post Secondary education in fields of education or social work training or equivalent preferred.
- SFNC will consider ideal candidates with secondary education who have extensive social services experience and can demonstrate competence in the required area.
- Knowledge of First Nations in our area and fluency in native language is an asset too.
- Take training as required.

Knowledge, Skills & Abilities Requirements

- Knowledge in First Nations social & student issues.
- Proficient in the use computers.
- Excellent communication & written skills
- Organized
- Must be able to travel
- Class "G" Valid Drivers License
- Criminal Reference Check and Vulnerable Sector Check

Please submit cover letter and resume by email to:

Linda Kitchkeesick
 Shibogama First Nations Council
 P.O. Box 449, 81 King Street
 Sioux Lookout, ON P8T 1A5
lindak@shib.ca

DEADLINE FOR APPLICATION: OPEN UNTIL FILLED

We wish to thank you in advance for all those who submit applications. Only those selected for an interview will be contacted.