



GARDEN RIVER FIRST NATION



Employment Opportunity

Position: POST-SECONDARY LIAISON WORKER
Department: EDUCATION UNIT
Salary: \$25.15 – \$28.29/hr (**PENDING EDUCATION & EXPERIENCE**)
Duration: FULL-TIME
Reports to: MANAGER, EDUCATION

Garden River Members encouraged to apply

Summary of Function:

The Post-Secondary Liaison Worker (PSLW) will research best practices that are aimed at improving support programs and services aimed at assisting GRFN students preparing for post-secondary education or who are presently enrolled in a post-secondary program. The PSLW will design, develop, and deliver specific programs and services that assist students in attaining success in their specific programs. The PSLW will research and implement ways to promote student wellness and success along with providing ongoing supports that facilitate student's ongoing learning and ultimate achievement in their respective programs. The PSLW functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of Garden River First Nation, and contributes to the accomplishment of the strategic priorities.

Duties/Responsibilities:

- Responsible for reaching out to Post-secondary students to query the types of supports that students themselves identify would assist them throughout their educational journey.
- Develop a social support network aimed at students supporting students
- Responsible for the establishment of a Community based Advisory Committee that will assist in developing a framework that supports a comprehensive transitional plan for supporting our students through their educational journey
- Liaise with members of the Student Success Team to develop a comprehensive strategy and specific solutions to transitions for students/adult learners moving on to post-secondary education.
- Create an orientation process that will assist all student in their educational journey
- Provide and monitor success of programs to help new post-secondary adult learners adjust to in-residence living and other demands of post-secondary student life. Collaborate with counsellors from the various Post-secondary Institutions to identify local resources that are available to students living away from home
- Develop a transitional program that will connect first year students with student mentors who will assist in guiding students throughout their first year of school. The student mentors would be a positive role model whereby the first-year student can reach out for assistance for a variety of reasons.
- Collaborate with the Secondary Liaison Worker in implementing coordinated support programs for special education adult learners of Garden River, monitor individual program success and develop program improvements/modifications as necessary to ensure success in meeting student needs.
- Establish good working relationships with Post-secondary Support Service offices in every post-secondary institution in which GRFN adult learners are enrolled.
- Establish and maintain access to specialized counsellors, and initiate close co-ordination with other departments of the GRFN community and the broader Algoma/provincial community, to identify, track, and seek solutions for vulnerable adult learners whose social/ emotional issues impact their education.
- In collaboration with the Post-Secondary Counsellor, Community based Advisory Committee and appropriate Education staff review and provide recommendations on enhanced changes to our existing Post-secondary guidelines and provide recommendations for changes.
- Coordinate and develop ongoing workshops throughout the school year on topics such as but not limited to:
 - Life skills training, Time management, Study skills, Note taking skills, How to apply for scholarships and bursaries, Mental Health education and services, Self-identification process for post-secondary
- In conjunction with the Student Success Team develop and implement revisions to our existing Post-secondary guidelines aimed at recognizing our students who require accommodations.
- Participate in in-service training and seminars/workshops/ courses to enhance knowledge and skills in assessing student and adult learner performance and aptitudes.

Qualifications

- Required Social Services Degree or College Diploma in human services or related studies from a recognized institution, or Youth Programming (preferred) with some academic courses (English, Math);
- Minimum of 2 years' direct experience related to working with youth and adults in the educational and/or social services field;
- Excellent facilitation, coordination, assessment, and planning skills;
- Demonstrated sensitivity to and knowledge to the First Nation cultural values and traditions;
- Ability to work independently and collaboratively as a member of a team;
- Excellent organizational skills, time management skills, interpersonal and communication skills, both oral and written;
- Demonstrated work related computer skills (including MS Word/WordPerfect, Excel, Internet, Email, Outlook);
- Ability to use good judgement in assessing difficult situations;
- Flexibility required to keep pace with an ever-changing environment;
- Ability to be consistent and display a positive/helpful attitude;
- Willingness to accept changes in work practices and technology;
- Ability to work under pressure to meet deadlines;
- Ability to report for work as scheduled;
- Must undergo a criminal record check prior to employment.

Interested applicants can email or drop off their resume and cover letter by **12:00 noon on Wednesday September 2nd, 2020**. Please address the envelope "**Post-Secondary Liaison Worker – 2020-52**" and submit to:

Human Resources
Garden River First Nation,
7 Shingwauk Street,
Garden River, ON
P6A 6Z8

Email: employment@gardenriver.org

Date Posted: August 19th, 2020

Paul Calic, Human Resources Manager

We would like to thank all applicants that applied but only those selected for an interview will be contacted. Thank you for your interest in Garden River First Nation.