

## **NORTHERN NISHNAWBE EDUCATION COUNCIL**



### **EMPLOYMENT OPPORTUNITY**

NNEC is a non-profit educational organization. Under the direction of the Sioux Lookout District Chiefs, NNEC delivers secondary and post-secondary education programs and services for First Nations people. NNEC operates Pelican Falls First Nations High School, Pelican Falls Centre, Dennis Franklin Cromarty High School, Wahsa Distance Education Centre and has offices in Lac Seul (head office), Sioux Lookout and Thunder Bay. NNEC welcomes applications for the following position:

#### **PFC Multi-Purpose Worker Pelican Falls Centre, Sioux Lookout**

The Multi-Purpose Worker assists the Team Leader(s) and House Parents to provide support counselling to students attending Pelican Falls First Nations High School. The Multi-Purpose Worker will provide guidance/support, counselling, advice, transportation and referrals to outside counselling agencies for both students and staff at PFC. The Multi-Purpose Worker will also assist House Parents by providing on-call relief. Multi-Purpose Worker must be flexible to adapt to varying responsibilities, students and staff. This position will report to the PFC Manager and/or designate. This position will have a modified work schedule (4 shifts on and 4 shifts off) through the school calendar, salary will be prorated over the full year (26 pay periods).

### **RESPONSIBILITIES**

1. To promote Native language, culture and heritage in events and activities; to implement the philosophy and policies of Pelican Falls Centre.
2. Assist House Parents with minor first aid issues.
3. Assist Team Leader in the supervision of Pelican Falls Centre staff and promote team building.
4. Transport students to appropriate medical appts. and other facilities as needed.
5. Provide social and emotional support counselling to students in home settings as needed and as directed.
6. Provide input/assistance to Team Leader with the Employee Performance Appraisals.
7. Visit student homes regularly to become familiar with students and staff; promote unity and cohesion in the workplace between students and House Parents.
8. Develop and foster positive relationships with students and staff.
9. Liaise with parents, external counselling agencies and health professionals.
10. Assist with organization and supervision of extracurricular/fundraising activities as needed.
11. Order, deliver and/or purchase supplies as required.
12. Ensure purchase orders and expense records are submitted accurately and on a timely basis.
13. Required to stay on-site while on duty.
14. Cover student houses when necessary.
15. Monitor grounds as needed and as directed.

16. Assist staff/students in completing the Education Assistance Application Form for returning students attending Pelican Falls First Nation High School.
17. Promote student retention.
18. Other duties as assigned.

**QUALIFICATIONS:**

1. A post-secondary degree/diploma in social work, youth counselling or related field AND two years counselling experience working with First Nations youth or equivalent of five years demonstrated experience in social counselling.
2. Class "E" or "B" Ontario Driver's License.
3. Certification in CPR and First Aid.
4. Able to maintain confidentiality,
5. Must have excellent communication skills, both verbal and written
6. A sensitivity to and understanding of First Nations culture, lifestyles and traditions is mandatory.
7. A cooperative attitude when working with PFFNHS staff, students and the public.
8. Must be self-motivated, organized and able to work both as a team member and/or independently.
9. Fluency in Oji-Cree, Ojibwe or Cree is an asset.

NNEC thanks all applicants in advance however only those selected for an interview will be contacted. NNEC requires a Criminal Record Check and/or a Vulnerable Sector Check for all positions. This position is open until filled.

Please submit your cover letter, resume and three references (with written permission for NNEC to contact them) to Human Resources, NNEC Head Office, fax (807) 582-3865 or by email to [humanresources@nnec.on.ca](mailto:humanresources@nnec.on.ca)