NORTHERN NISHNAWBE EDUCATION COUNCIL

EMPLOYMENT OPPORTUNITY - TERM

BOARDING HOME ASSISTANT
Term position – ending May 14, 2027
Secondary Student Services Program (SSSP)
Thunder Bay, Ontario

GENERAL:

As part of the Secondary Student Support Services Program (SSSP) the Boarding Home Assistant will assist the Boarding Home Coordinator in implementing the NNEC Boarding Home Program, under the direction of the Program Manager or designate. The Boarding Home Assistant must be able to work with the Boarding Home Coordinator in matching boarding home parents with appropriate students. This individual must be sensitive to First Nations culture and traditions and must possess excellent interpersonal, communication and organizational skills.

RESPONSIBILITIES:

1. Become familiar with existing NNEC policies, procedures and protocols
2. Work collaboratively with the SSSP team to adhere to the applicable policies and procedures
3. Assists with the administration of the Boarding Home Program
4. Prepare and verify financial transactions for payment of boarding homes, in accordance with NNEC policies and procedures
5. Assist in the recruitment and retention of Boarding Home Parents
6. Assist in the promotion of the Boarding Home program
7. Assist in the orientation of Boarding Home Parents
8. Assist with conducting Boarding Home visits
9. Assist in pairing Boarding Home parents with students that have similar strengths and challenges
10. Assist in scheduling and preparation of regular meetings with the Boarding Home parents and students
11. Assist in preparation of presentations at conferences and meetings
12. Assist in answering written or oral inquiries
13. Become familiar with the students' local environments
14. Assist when needed in driving students as needed
15. Assist with liaising with external service agencies and develop formal protocols with service providers
16. Assist in developing and completing written reports
17. Maintain mileage log
18. Ensure vehicles are maintained and clean
19. Other administrative and clerical duties

20. Follow the NNEC Emergency Crisis Response Protocol
21. Become familiar with the Child and Family Services Act (ie: response to disclosures)
22. Conference with incoming shift and Program Manager or designate
23. Participate in student activities when required.
24. Other duties as assigned

QUALIFICATIONS:

1. A minimum of two (2) years' experience working with First Nation Youth
2. Ability to work flexible hours as scheduled and determined by the Program Manager or designate in relation to service requirements
3. Computer literacy is an asset
4. Must have First Aid with CPR or be willing to obtain
5. Must possess a valid Class "G" Drivers Licence
6. Must own a vehicle and possess appropriate liability insurance
7. Must comply with NNEC policies and procedures, standards and legislation
8. Thorough knowledge and understanding of First Nations culture and values
9. Fluency in Oji-Cree, Cree or Ojibway is an asset
10. Strong interpersonal skills and ability to work independently
11. Able to work effectively and collaboratively with others
12. Strong communication skills

SALARY: $54,600 to $67,151

**NNEC thanks all applicants in advance; however, only those selected for an interview will be contacted. This advertisement is to fill a current vacancy and will remain open until filled. NNEC requires a Vulnerable Sector Check for all positions.

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