



Male Life Skills Counsellor

Southeast Collegiate is the only school of its kind in all of Canada. It serves as a campus to First Nations students during the school year – educating students in a beautiful school facility and providing housing in the adjoining lodge.

We are currently accepting applications for a Male Life Skills Counsellor. Under the supervision and direction of the Principal, the Life Skills Counsellor is responsible for providing direction in crisis management protocols and one-on-one counselling for students. This person is also expected to create, organize and facilitate culturally appropriate activities that encourage student participation and engagement while attending school as requested.

Schedule

- **Days:** Monday – Friday, 40 hours per week
- **Hours of work:** 8:30 am – 4:30 pm and 2 evenings per week 11:00 am – 7:00 pm
- **On call 24/7 for emergencies**

Responsibilities

- Provide one-on-one, small, and large group counselling sessions for issues including but not limited to substance abuse, suicidal ideation, relationships, anger management, family dynamics, and goal setting.
- Support students dealing with any problematic behaviours, homesickness, addictions, abuse, mental health etc. and make referrals to MATC as required.
- Provide ongoing communication between staff, administration and families regarding student issues, concerns and progress.
- Maintain individual profiles on student regarding issues of specific concern and monitor change and progress.
- Keep up to date files on students whom you meet with, schedule follow up appointments, monitor change, watch for progress and be able to problem solve to provide guidance.
- When instructed, plan, organize and attend traditional activities such as powwows, sweats, teachings, drum groups, etc.

- Create student monthly calendars, and facilitate workshops, with life skill topics in mind which will be delivered as evening programming.
- Creating life skills brochures, letters, or pamphlets to provide information to parents,, students or parents.
- Provide weekly student truancy prevention along with , academic counselling to get students back on track.
- Attend regularly scheduled staff meetings as requested.
- In collaboration with the Principal, assist and update all crisis management protocols for various situations encountered at SEC (suicide attempts, violence, physical/sexual assaults)
- As requested, provide guidance to SEC staff on how to deal with specific behaviours of students
- On call counselling may be required, and is up to the discretion of the Principal on a case by case basis. (Weekends and evenings are required)
- Assist with recruitment for the school year and have an opportunity to travel communities in Manitoba.
- Represent SEC and liaison with local community organizations

Qualifications

- Certificate in Applied Counselling; Bachelor of Social Work Degree preferred
- Minimum 2 years of experience as a Counsellor is required
- Experience working with First Nation communities and the ability to speak a First Nation Language considered an asset (Ojibwe, Cree, Oji-Cree)
- Ability to treat students in a respectful, responsible and fair manner with consideration to the student's physical, social and psychological development
- Knowledge of appropriate software including: Microsoft Office (Word, Excel, Outlook and PowerPoint)
- General office skills (photocopying, scanning, etc.)
- Must be highly organized and have excellent time management skills
- Must be willing to be certified in First Aid, CPR and any other certifications required for the job
- Ability to handle stressful situations and deadlines
- Organization and multitasking abilities
- Strong verbal, written and interpersonal communication skills
- Strong presentation and facilitation skills
- Clear Criminal Record and Child Abuse Check
- Valid class 5 driver's license as it may be required to use SEC vehicles
- Bona fide occupational requirement: Female Life Skills Counsellor

Benefits Include

- Competitive compensation package

- Health and dental benefit
- Pension (for F/T staff)
- Paid time off - 2 weeks of Christmas Break and 1 week of Spring Break
- Summer time off (*Unpaid*)
- Free on-site parking
- Free 1 meal a day while on duty

Starting Wage: \$24.43/hour

Please submit your resume to apply@sec.education or visit our website for more details www.southeastcollegiate.ca.

Southeast Collegiate would like to thank all those who submit applications. Only those applicants who will be interviewed will be contacted.

*** Please kindly note that preferential treatment will be given to First Nations Candidates***