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P.O. BOX 250  
PARRY SOUND, ONTARIO  
P2A 2X4

PHONE:  
(705) 746-2531  
FAX:  
(705) 746-5984

CHIEF  
Warren Tabobondung

CHIEF COUNCILLOR  
Rebeka Tabobondung

COUNCILLORS  
Vince Chechock  
Brent Tabobandung  
Dave Rice  
Theresa McInnes

## Wasauksing First Nation Employment Opportunity

Position: Education Counsellor  
Closing Date: Monday June 29<sup>th</sup>, 2020  
Salary: To be determined based on Qualifications and Experience.

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### Position Summary:

Wasauksing First Nation is now accepting applications for a full time Education Counsellor. Reporting to the Principal, the Education Counsellor will be responsible for delivering the Wasauksing Post-Secondary Program including activities that will enhance educational opportunities for students. The Education Counsellor will collaborate in organizational planning to facilitate access to a full array of education and career opportunities for Wasauksing community members, and will guide students in developing action plans to attain career and educational goals. The Education Counsellor will also support elementary and secondary students in their educational pathways, and will work closely with other educational organizations to promote student success and well-being for all students.

### Summary of Duties:

- Serve students and broader community members by responding to phone, email and in person inquiries, providing general information and referring inquiries to appropriate sources, addressing complaints, and confirming training, workshop, conference and class schedules and times;
- Prepare all post-secondary and secondary student allowance payments for deposit for approval on a monthly basis and as required;
- Prepare, gather, and relay confidential information and material (as per policy) as required, and maintain confidentiality, tact, and respect in all interactions;
- Prepare all invoices received for payment pertaining to secondary and post-secondary education as per approved financial policy and procedures;
- Maintain comprehensive records on budget expenditures for the Wasauksing Post- Secondary Sponsorship Program;
- Maintain a comprehensive database and filing system for the Post- Secondary Sponsorship Program in accordance with identified records management systems;
- Complete program reports in a timely fashion as required;
- Organize and schedule meetings, events, and training sessions, including contacting participants, booking rooms, ordering and picking up refreshments;
- Maintain the image of Wasauksing First Nation by ensuring that all correspondence prepared is of professional standard;
- Liaise with other First Nations, program agencies, and related organizations/institutions to network effectively for the benefit of Wasauksing First Nation, Chief and Council, and the community;
- Attend appropriate workshops, seminars, and training sessions as required and assigned to remain current and up to date on topics of concern to the position;
- Counsel students regarding educational issues such as course selection, time tables and scheduling, school adjustments, attendance issues and study skills;
- Counsel students regarding career or vocational issues including career exploration and planning, resume preparation, job search strategies and interview skills as well as to make available a wide range of educational and occupational information;



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- Counsel students and/or facilitate referrals to support services with regard to personal and social issues such as substance abuse, anxiety, self-esteem, relationship and interpersonal skills;
- Counsel students in crisis situations such as dealing with the death of a friend or family member, or abuse situations;
- Consult with teachers, parents, faculty, and other professionals such as psychologists and social workers regarding various issues and concerns as well as administrators and community agencies regarding programs and referrals;
- Coordinate co-op and school-to-work transition programs, and the provision of counselling and information services to students, parents, teachers, faculty and staff such as career information services, professional development sessions and interactions with other educational institutions;
- Supervise peer counselling programs in school settings;
- Develop and coordinate study skills groups or workshops on topics such as note-taking, time management skills, test or examination preparation strategies;
- Coordinate or participate in student orientation programs for colleges or universities;
- Arrange for employers to recruit graduating students, and students for co-op work terms;
- Visit post-secondary institutions and secondary schools to provide academic information to prospective students, their parents and education counsellors;
- Other duties/tasks/responsibilities as required and as assigned.

### **Skills/Qualifications and Educational Requirements**

- College Diploma or Bachelors Degree in a related field (ie. Social Sciences, Counselling, Education);
- Must have a proficient level of communication skills, verbal and written;
- Proficient computer skills;
- Excellent conflict resolution skills;
- Must possess a current and valid Driver's License and dependable vehicle;
- Knowledge of Anishinaabe customs and traditions and a good understanding of First Nation educational issues;
- Must provide a clear CPIC (Vulnerable Sector) prior to commencing position.

If you are interested in applying for this position, please provide a cover letter, resume, and three current employment related references including contact information to:

Catherine Pawis- Principal, Wasauksing Kinomaugewgamik  
Wasauksing First Nation  
P.O Box 250  
Parry Sound, ON  
P2A 2X4  
Fax: 705-746-5984  
Email: [principal@wasauksing.ca](mailto:principal@wasauksing.ca)  
Marked: "Confidential"

Copies of this posting and job description are available upon request.

Direct inquiries to: Catherine Pawis, Phone: 705-746-5663 or Email:

[principal@wasauksing.ca](mailto:principal@wasauksing.ca)

**We thank all those who apply, however, only those selected for an interview will be notified.**