



# HIAWATHA FIRST NATION EMPLOYMENT OPPORTUNITY

**Position Title:** Education Counsellor

**Position Type:** Internal

**Location:** Hiawatha, ON

**Duration:** Full-Time Permanent

**Posting Closes/Deadline:** November 20, 2023 at 11:59 pm

**Tentative Interview Date:** November 21-24, 2023

**Salary Range:** \$49,780-\$55,280

## **About Us:**

Hiawatha is a vibrant First Nation community located on the beautiful north shore of Rice Lake. We are located approximately 20 minutes from Peterborough, ON and 45 minutes from Cobourg, ON. There are approximately 1000 registered citizens, with approximately 235 residing in Hiawatha. In the summer months our population increases significantly. Hiawatha is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity and growth.

## **Position Summary:**

The Education Counsellor is responsible to administer Hiawatha First Nation's education department, providing support and services to students from Junior Kindergarten to Post-Secondary. The incumbent must follow the strategic plans of the organization, adhering to the HFN vision and values.

## **Reporting and Relationships:**

This position will report to the Operations Manager. This position will have no direct reports.

This position will have to interact with other internal departments, local school boards and school employees, post-secondary contacts, other government agencies, political-territorial organizations and citizens of Hiawatha. This position will be required to sit on committees as directed by the Operations Manager or Council, as required based on the duties of this position.

## **Main Responsibilities:**

- Providing guidance and counselling services to students and parents/caregivers;
- Keeping students and parents/caregivers informed of programs and services available to them;
- Keeping students and parents/caregivers informed of regulation changes as they relate to education;
- Working in consultation with parents/caregivers regarding their children and their children's interests as they relate to their academics;
- Advocating on behalf of students and parents/caregivers when necessary in areas of education;
- Maintaining a good relationship and open communication with students and their parents/caregivers.
- Liaising with educational instructors and institutes to assist in education equity and success of students;
- Liaising with Post-Secondary institutions on behalf of students;
- Liaising with political-territorial organizations, representing HFN and their interests;
- Representing Hiawatha First Nation on relevant committees or by attending meetings as required.
- Preparing a proposed budget for each upcoming fiscal year, while following all HFN policies and procedures;
- Monitoring the budget throughout the year; watching for posting errors and advising the Manager if there are budget adjustments required and providing variance reports on a regular basis and when required;
- Preparing reports for Operations Manager, Director of Operations, Chief and Council, funders, committees or other agencies as required;

- Preparing paperwork for cheque requisitions for expenses in the Education department, including tuition payments, etc.
- Preparing paperwork for invoice requisitions for invoices in the Education department, including travel reimbursements (when required) etc.
- Creating, maintaining and reviewing relevant departmental policies and procedures;
- Adhering and administering the education department according to Hiawatha First Nation's policies and procedures;
- Working within the *Education Act* and *Indian Act*, Education Tuition Agreement/Education Service Contract and other legislation and agreements as required;
- Maintaining accurate records and files on each student; including conversations when required, issues, transaction history and mailed documents, etc.
- Other duties as assigned.

#### **Requirements:**

- Post-Secondary Degree in Education, Indigenous Studies or another relevant field would be preferred;
- Diploma in Social Service Work, Child and Youth Worker or another relevant diploma required;
- Minimum three years' relevant experience; or
- A combination of education, training or work experience which Hiawatha deems to be equivalent
- Crisis Intervention Training, ASIST Training, Mental Health Training, Career Counselling or other relevant training would be considered an asset;
- Experience in a First Nations setting preferred;
- Must provide a clear CPIC and VSC (documentation will be required if successful applicant);
- Valid Driver's License.

#### **Knowledge, Skills and Abilities:**

- Experience with computer programs (i.e. Microsoft Office, email, data management and internet)
- Knowledge of First Nation Education, including at a local, Provincial and Federal level
- Knowledge of Indigenous histories, including residential school, sixties scoop and colonization and their impacts
- Ability to create proposed budgets using projections and work within a balanced budget including variance reporting
- Passionate about working with children, youth and the education sector
- Ability to work as an individual and as part of a team
- Well developed interpersonal, public relations and relationship building skills
- Excellent organizational, time and file management skills
- Ability to maintain strict confidentiality
- Ability to liaise with stakeholders
- Ability to advocate for clients
- Knowledge of legislation, government initiatives, funding opportunities and government agencies

#### **Behavioural Competencies:**

- Empathetic and non-judgemental
- Honest, respectful and trustworthy
- Indigenous-centered service approach
- Creative and flexible
- Dedication to continuous learning and self-improvement
- Demonstrate sound work ethic
- Demonstrate keen attention to detail
- Proven ability to work with people of diverse education, cultural and language backgrounds

#### **Working Conditions:**

- Extended periods of sitting
- Moderate periods of concentration

- Local travel with some extended travel from time to time
- Interaction with employees, management and the community
- May have to deal with upset clients from time to time
- Occasional overtime or requirement to work in the evenings/weekends

**Application Process:**

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail:	Hiawatha First Nation 431 Hiawatha Line Hiawatha, ON K9J 0E6 ATTN: Zachary Friar, HR Coordinator
By email:	<a href="mailto:hr@hiawathafn.ca">hr@hiawathafn.ca</a>
By fax:	705-295-4424

For more information or a detailed job description, please contact Zachary Friar at (telephone) 705-295-4421 ext. 209 or (email) [hr@hiawathafn.ca](mailto:hr@hiawathafn.ca)

To find out more about Hiawatha First Nation, please visit our website at [www.hiawathafirstnation.com](http://www.hiawathafirstnation.com)

- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *Hiawatha is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- *Late applications will not be considered*
- *Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy*
- *Internal postings are for current staff and citizens of Hiawatha, Internal/External postings will give preference to internal applicants first*

*We, the Mississauga of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life.*