



# WHITECAP DAKOTA FIRST NATION

## *EMPLOYMENT OPPORTUNITY - STUDENT ADVISORY COUNSELOR*

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*The Whitecap Dakota First Nation (WDFN), located 26 Km south of Saskatoon, requires an enthusiastic and resourceful Student Advisory Counselor for Whitecap's Education program. This position will require the incumbent to work collaboratively with both the Whitecap Dakota First Nation and the Saskatoon Public School Division (SPS).*

### **POSITION SUMMARY**

Reporting directly to WDFN's Director, Self-Government and SPS's Superintendent responsible for the WDFN-SPS Education Partnership, the Student Advisory Counselor will be responsible for facilitating and monitoring transitions, as well as assisting in determining the success of any new directions in student transitions and support.

### **RESPONSIBILITIES**

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. In accordance with standards of the Whitecap Dakota First Nation and reporting to the Director of Self-Government, the Employee will:

- Act as the liaison person on behalf of the school division with the First Nation
- Enhance existing partnerships between the school division and the Community
- Provide student tracking information (enrollment, attendance, achievement) to the SPS and WDFN, including Nominal Roll reporting
- Coordinate WDFN off-reserve bussing arrangements, including working with bussing providers.
- Communicate and work with the students and families of the Whitecap Dakota First Nation who attend the Whitecap Dakota Elementary School and Saskatoon Public Schools to ensure student success
- Enhance and promote educational partnerships on behalf of WDFN
- Promote ideas with school division personnel that help build strong relationships with Indigenous Communities
- Provide student tracking information to the school division and WDFN as required
- Develop programs, projects, and initiatives that support and enhance education for Indigenous students
- Participate in Committee meetings as required
- Provide monthly reports
- Attend Education Advisory Committee meetings for both WDFN and Saskatoon School Division
- Perform other duties within scope as assigned





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### **SKILLS AND QUALIFICATIONS**

- Bachelor of Education degree and/or Social Work is preferred with classes in Native Studies
- Preference will be given to candidates with a vocational background in education, social work, community development or other related fields.
- Excellent leadership, organizational, and administrative skills (including budgeting)
- Interpersonal skills including relationship building with staff, students, and community
- Excellent verbal and written communication skills
- Knowledge of computer software applications would be an asset
- Possess qualities such as creativity, flexibility, team player and ability to work independently.
- Previous experience working with First Nation communities would be an asset
- Knowledge of Dakota culture, values and Elders protocols would be an asset

Must have a valid Saskatchewan driver's license and a reliable vehicle.

The successful candidate will be subject to an acceptable Criminal Record Check as a condition of employment.

**EMPLOYMENT TYPE:** Term (August 25/22-June 30/23) [Note: Arrangements could be made for a secondment from Saskatoon Public Schools to maintain STF teaching status.]

### **SALARY AND BENEFITS**

- ✓ Competitive salary based on qualifications and experience.
- ✓ Comprehensive health benefits and pension plan. (Dependent upon job type, and classification)
- ✓ Eligibility for a subsidy off regular rates at the Whitecap Early Learning Centre in Whitecap.

### **APPLICATION PROCESS**

Submit cover letter and resume by email to: [mstdenys@whitecapdakota.com](mailto:mstdenys@whitecapdakota.com).

**APPLY BY:** August 15, 2022

*We wish to thank all applicants for their interest. Only candidates selected for interviews will be contacted.*

