



FRONTIER SCHOOL DIVISION POSITION DESCRIPTION

JOB TITLE	Residence Counsellor 1
CLASSIFICATION	
DEPARTMENT	Residence
LOCATION	Frontier Collegiate Institute Residence
REPORTS TO	Shift Head
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months
EFFECTIVE DATE	

POSITION SUMMARY

Reporting to the Shift Head and as a member of the student support team, the Residence Counsellor is responsible for custodial care and supervision of a group of students living in an assigned area within the Residence. The Residence Counsellor will act independently consulting with the Shift Head only when required. The incumbent is responsible for the creation and maintenance of a nurturing and safe environment for residents through daily interaction with residents. The Residence Counsellor, assuming the responsibility as parent to students while they attend Frontier Collegiate Institute, will be the key individuals in providing care, supervision and discipline to students.

QUALIFICATIONS

Education

- Post-secondary education in Youth Care, Applied Counseling or related field.
- Current CPR and First Aid.
- Valid Class 4 Manitoba driver’s license.

Experience

- Two Years experience working with youth in a group setting.

Knowledge, Skills and Abilities

- Knowledge of CPR and First Aid.
- Knowledge of supervisory techniques.
- Fluency in a First Nations language.
- Ability to relate positively with adolescents.
- Ability to work independently and as a team member.

DUTIES AND RESPONSIBILITIES

Acting as the key caregiver for the students while living in Residence, the Counsellors are responsible for providing the following in a nurturing environment:

- Conducts regular meetings/discussions with students to inform of expectations, policies and practices.

- Provides guidance to students to promote healthy life skills, e.g. nutrition, personal hygiene, daily chores such as room cleaning, refuse collection and disposal, bed-making, fire and safety standards.
- Accompanies and supervises students on trips, e.g. shopping, special events and outings.
- Provides daily encouragement and support to help students achieve goals.
- Maintains contact with parents/guardians and student support team to ensure the well-being of students.
- Keeps abreast of student progress in school and encourages academic success.
- Acts as an advocate for students.

Performs other duties as assigned.

CONTACTS

Shift Head
 Parents, guardians
 Student Support Specialist
 Campus and School staff

WORKING CONDITIONS

May be required to assist with crisis intervention
 This position works the school year

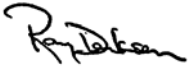
PHYSICAL AND VISUAL REQUIREMENTS

Physically capable of performing assigned duties

EQUIPMENT USED


General office equipment
 Personal computer and variety of software packages
 Wide variety of recreational equipment

APPROVED

	April 4, 2012
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Signature, Chief Superintendent

Date

	April 4, 2012
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Signature, Secretary-Treasurer

Date

	April 4, 2012
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Signature, Human Resources Coordinator

Date