



<b>FRONTIER SCHOOL DIVISION POSITION DESCRIPTION</b>
--

<b>JOB TITLE</b>	Shift Head
<b>CLASSIFICATION</b>	
<b>DEPARTMENT</b>	Frontier Collegiate Institute
<b>LOCATION</b>	Frontier Collegiate Residence
<b>REPORTS TO</b>	Head Counsellor; Frontier Collegiate Administrator
<b>STAFF SUPERVISED</b>	Residence Staff on Shift
<b>PROBATIONARY PERIOD</b>	Three months
<b>EFFECTIVE DATE</b>	

**POSITION SUMMARY**

Reporting to the Head Counsellor, the Shift Head is responsible for providing leadership and direction to the Residence Counsellors on their shift. The Shift Head is responsible for custodial care and supervision of a group of students living an assigned area within the Residence. The incumbent is responsible for the creation and maintenance of a nurturing and safe environment for the residents through positive daily interactions. The Shift Head assumes responsibility as parent to students while they attend Frontier Collegiate Institute. The Shift Head will be the key individual in providing care, supervision and discipline to residents. This responsibility as Shift Head incorporates all duties of the Residence Counsellor as well as the increased responsibility of leadership of residence students and staff.

**QUALIFICATIONS**

Education

- Post Secondary education in Youth Care, Applied Counselling or related field.
- Valid Manitoba driver’s license.

Experience

- Two years related counselling experience.
- Two years working with youth in a group setting.

Knowledge, Skills and Abilities

- Thorough knowledge of the Frontier Collegiate Residence setting and how students may react in a variety of situations.
- Thorough knowledge of all Residence protocols and policies.
- Knowledge of CPR and First Aid.
- Basic knowledge of supervision techniques.
- Excellent problem solving skills.
- Ability to co-ordinate planned activities.

## DUTIES AND RESPONSIBILITIES

- Ensures all shift members are briefed at the beginning of the shift.
- Performs duties of a Residence Counsellor.
- Directs residence staff and coordinates activities on his/her shift.
- Assists the Head Counsellors with the annual evaluation of Residence Counsellors.
- Participates in Residence disciplinary meetings as required, communicates necessary information to Discipline Committee.
- Provides assistance or direction to their shift as necessary.

Performs other duties as assigned.

## CONTACTS

Residence Counsellors  
Parents, Guardians  
Student Support Specialist  
Campus and School Staff

## WORKING CONDITIONS

Days, evenings, nights, weekends shift work rotation  
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
---	---------------

Signature, Chief Superintendent

Date

	April 4, 2012
---	---------------

Signature, Secretary-Treasurer

Date

	April 4, 2012
---	---------------

Signature, Human Resources Coordinator

Date