



<b>FRONTIER SCHOOL DIVISION POSITION DESCRIPTION</b>
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<b>JOB TITLE</b>	Student Advisor, Home Placement
<b>CLASSIFICATION</b>	
<b>DEPARTMENT</b>	Career Studies
<b>LOCATION</b>	Area Office
<b>REPORTS TO</b>	Home Placement Coordinator
<b>STAFF SUPERVISED</b>	n/a
<b>PROBATIONARY PERIOD</b>	Three Months
<b>EFFECTIVE DATE</b>	

**POSITION SUMMARY**

Under the direction of the Home Placement Coordinator, the incumbent assists with the delivery of the Home Placement program. The incumbent will provide support to the Home Placement Coordinator in the areas of liaison with students, parents/guardians, houseparents and teachers, program coordination, provision of orientation sessions, and social and recreational programs for students enrolled in the program. The incumbent will be expected to work with minimal supervision in coordinating the various advising, counselling and liaison activities to meet the needs of the individual students.

**QUALIFICATIONS**

Education

- Grade 12
- Two years post secondary training at certification level (e.g. Applied Counselling or Youth Care Worker).
- Valid Manitoba driver’s license.

Experience

- On year experience in a student services program area (e.g. counselling, work education, career counseling).

Knowledge, Skills and Abilities

- General knowledge of high school programs.
- Basic knowledge of record keeping and report writing.
- Basic knowledge of a variety of computer applications in a network environment requiring the use of word processing functions, spreadsheets.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Ability to develop and maintain effective contact and communications with students, school administrators, agencies, parents/guardians, classroom teachers.
- Ability to exercise initiative and judgment in determining work priorities
- Ability to work with limited direction and supervision.

- Ability to understand problems of students in terms of academic problems, personal problems and assist in their resolution.
- Ability to motivate students to achieve and maintain good attendance and good behaviour in school, and home placements.
- Ability to speak a native language is an asset.

## **DUTIES AND RESPONSIBILITIES**

- Assists with the orientation of students to the High School programs.
- Assists with the registration of students in high school programs.
- Processes Home Placement room and board payments.
- Establishes and maintains applicable and appropriate contact with students, parents, houseparents and school.
- Maintains course records for students and provides information to parents.
- Assists with setting up transportation of Home Placement students to and from communities to attend school.
- Assists with planning, developing and implementing of social, recreational programs for students involved in the Home Placement program.

Performs other duties as assigned.

## **CONTACTS**

Division, Area and School personnel  
 Program Co-ordinators  
 Parents/guardians  
 External agencies

## **WORKING CONDITIONS**

Travel to school division sites required to conduct orientation sessions  
 Travel to schools required to meet with students, houseparents, teachers  
 General office conditions  
 This is a 10 ½ months per year position (includes time before school opening and after school closing)  
 Evening and weekend work required

## **PHYSICAL AND VISUAL REQUIREMENTS**

Physically capable of performing all the duties of the position  
 Ability to lift 20 kg.

## **EQUIPMENT USED**

General office equipment  
 Personal computer and a variety of software packages  
 Division fleet vehicles

**APPROVED**

	March 9, 2012
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Signature, Chief Superintendent

Date

	March 9, 2012
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Signature, Secretary-Treasurer

Date

	March 9, 2012
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Signature, Human Resources Coordinator

Date