



FRONTIER SCHOOL DIVISION POSITION DESCRIPTION
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JOB TITLE	Student Support Specialist
CLASSIFICATION	
DEPARTMENT	
LOCATION	
REPORTS TO	Residence Administrator
STAFF SUPERVISED	
PROBATIONARY PERIOD	Three Months
EFFECTIVE DATE	

Present Incumbent Only

POSITION SUMMARY

The Student Support Specialist provides crisis intervention and life skills counselling to students and families. The incumbent provides counselling services to adolescents and families who are self-referring or have been referred by school or administration staff. The Student Support Specialist works closely with local, school and area personnel to provide supports and resources for the students.

QUALIFICATIONS

Education

- Post-secondary degree in social services or counselling or combination of acceptable training and relevant experience.

Experience

- Three years experience with individual and group counselling and crisis intervention including counselling suicidal individuals; working with adolescents and young adults; experience in northern and remote communities.
- Experience with Aboriginal culture and traditions; and experience in an educational environment.

Knowledge, Skills and Abilities

- Extensive knowledge of community and Area supports and resources.
- Knowledge of post traumatic stress theories.
- Knowledge of Aboriginal culture and traditions; and experience in an educational environment.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Ability to speak an Aboriginal language.
- Ability to work independently and as a member of a team.
- Ability to maintain confidentiality within and outside the organization.

DUTIES AND RESPONSIBILITIES

- Provides intervention and counselling to individuals in crisis.
- Meets regularly with student and resource personnel (e.g. school counsellor, school nurse, local resource personnel) in providing a multi-disciplinary team approach to treatment where appropriate.
- Develops treatment goals and plans in conjunction with the student and/or family.
- Ensures compliance to treatment plan whenever possible.
- Facilitates group counselling sessions for students and families.
- Develops and delivers workshops on relevant crisis intervention, coping strategies, and life skills to students and families.
- Refers individuals to local groups and agencies for support.
- Follows-up with agencies regarding external referrals.
- Maintains thorough and current case-file documentation.
- Prepares statistical reports.
- Works closely with school and community personnel in providing counselling and support services aimed at improving students' and families' quality of life.
- Chairs the Health Care Committee and provides committee recommendations to Residence Administrator.

Performs other duties as assigned.

CONTACTS

Area and School personnel
Parents/guardians
Area and local resource agency personnel

WORKING CONDITIONS

This position works the school year
Days and evenings work required
Frequent contact with students and families in crisis
General office conditions

PHYSICAL AND VISUAL REQUIREMENTS

Physically capable of performing assigned duties
Visual concentration and keyboarding tasks 20 % of the time

EQUIPMENT USED

General office equipment
Personal computer and a variety of software packages
Audio visual 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