

JOB TITLE	Dormitory Supervisor
DEPARTMENT	Dormitory
LOCATION	Frontier Collegiate Campus
REPORTS TO	Frontier Collegiate Administration
STAFF SUPERVISED	Dormitory Mentors; Lead Dormitory Mentors
PROBATIONARY PERIOD	Three months

POSITION SUMMARY

Reporting to Frontier Collegiate Administration, the Dormitory Supervisor is responsible for providing the leadership and support required to create a safe nurturing environment. The Dormitory Supervisor provides counselling supports as well as referrals to the student support team for students who are in crisis or at risk. They also facilitate student leadership groups, oversee student mediations and maintain an ongoing open communication with parents, guardians and educational contacts. The Dormitory Supervisor must possess strong interpersonal skills to maintain a positive social environment for students and staff alike. The incumbent is a member of the Campus Incident Review Committee and the Campus leadership team. The Dormitory Supervisor is responsible for the supervision, evaluation, scheduling and assisting administration with staff disciplinary issues that may arise. The Dormitory Supervisor ensures that staff follow policies and protocols and are on track with the Campus Action Plan. In addition, the incumbent must possess the ability to develop and maintain staff spreadsheets including attendance, banked time, vacation time, and payroll reports.

QUALIFICATIONS

Education

- Undergraduate degree in Psychology, Social Work, Social Sciences or the Humanities or an acceptable combination of training and experience.
- Valid Manitoba Class 5 driver's license.
- Current CPR and First Aid.

Experience

- Supervisory or management experience.
- Three years' experience with individual and group counselling and crisis intervention in a dormitory setting.
- Experience working with adolescents and young adults in crisis or at risk.
- Experience with the supervision and evaluation of staff.

Knowledge, Skills and Abilities

- Knowledge of community and area supports and resources.
- Knowledge of team-building strategies for staff.
- Understanding of Indigenous Way of Life.

- Fluency in an Indigenous language would be an asset.
- Business management skills.
- Strong organizational and time management skills.
- Ability to make presentations and inspire students and staff.
- Ability to work independently and as a member of a team.
- Ability to relate positively to adolescents.
- Ability to be a caring, nurturing, trustworthy authority figure.

DUTIES AND RESPONSIBILITIES

Students

- Provides intervention and counselling to individuals in crisis.
- Provides behaviour and school attendance counselling to students who require it.
- Ensures a safe nurturing environment for students.
- Ensures that a positive social environment, and a sense of team/family, is established and maintained for students and staff alike.
- Develops and delivers support group sessions for students when necessary.
- Writes probationary contracts to students and parents regarding behaviour issues and concerns.
- Establishes mediation meetings when conflict arises between students.
- Makes referrals to the student support team as necessary.

Staff

- Enters, tracks and records staff time and attendance.
- Ensures that all staff are following Frontier School Division policies and protocols.
- Ensures that the Campus Action Plan is being followed and reviewed periodically.
- Meets weekly as a member of the Campus Incident Review Committee to discuss student behaviour reports.
- Develops and maintains Dormitory staff work schedules.
- Supervises and evaluates Dormitory Mentors and Lead Dormitory Mentors.
- Maintains confidentiality.
- Acts as a staff advisor to Junior Mentors (student leaders) and provides direction and leadership.

Administration

- Provides leadership to the Dormitory Mentor/Lead Dormitory Mentor in the provision and maintenance of a safe clean and nurturing environment for students.
- Participates in meetings with Administration and assists in the development and implementation of solutions to address administrative concerns.
- Maintains and provides all required reports regarding students and programs.
- Reports to the Frontier Collegiate Administration as required.

Performs other duties as assigned.

CONTACTS

Students

Parents, guardians

School Committee

Campus Administration and staff
Community Contacts
Area and local resource agency personnel

WORKING CONDITIONS

Evenings, weekend and on-call work is required.
Frequent contact with students and families in crisis or in distress.
General office conditions.
This position works the school year.

PHYSICAL AND VISUAL REQUIREMENTS

Physically capable of performing assigned duties.
Fast paced environment.
Deals with crisis situations.

EQUIPMENT USED

General office equipment
Personal computer and a variety of software packages