

<b>JOB TITLE</b>	Dormitory Mentor
<b>DEPARTMENT</b>	Dormitory
<b>LOCATION</b>	Frontier Collegiate Campus
<b>REPORTS TO</b>	Lead Dormitory Mentor
<b>STAFF SUPERVISED</b>	n/a
<b>PROBATIONARY PERIOD</b>	Three months

## POSITION SUMMARY

Reporting to the Lead Dormitory Mentor, and as a member of the student support team, the Dormitory Mentor is responsible for the care and supervision of a group of students living in an assigned area within the Dormitory. The Dormitory Mentor will act independently consulting with the Lead Dormitory Mentor only when required. The incumbent is responsible for the creation and maintenance of a nurturing and safe environment for students through daily interaction with students. Acting in loco parentis, the Dormitory Mentor assumes responsibility for students while they attend Frontier Collegiate. The Dormitory Mentor will be a key individual in providing care, supervision and appropriate supports to students.

## QUALIFICATIONS

### Education

- Post-secondary education in Youth Care, Applied Counseling or related field or an acceptable combination of training and experience.
- Valid Class 5 Manitoba driver's license.
- Current CPR and First Aid.

### Experience

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

### Knowledge, Skills and Abilities

- Knowledge of supervisory techniques.
- Understanding of Indigenous Way of Life
- Fluency in an Indigenous language would be an asset.
- 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 the Dormitory, the Dormitory Mentors 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, education/community representatives, teachers and the 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**

Lead Dormitory Mentor  
Parents, guardians  
Campus Administration and staff

## **WORKING CONDITIONS**

Evenings, weekend and on-call work is required.  
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 a variety of software packages.  
Wide variety of recreational equipment.