

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

POSITION SUMMARY

Reporting to the Dormitory Supervisor, the Lead Dormitory Mentor is responsible for providing leadership and direction to the Dormitory Mentors. This position is responsible for the care and supervision of a group of students living in an assigned area within the Dormitory. The incumbent is responsible for the creation and maintenance of a nurturing and safe environment through positive daily interactions. Acting in loco parentis, the Lead Dormitory Mentor assumes responsibility for students while they attend Frontier Collegiate. The Lead Dormitory Mentor will be the key individual in providing care, supervision and appropriate supports to students. Responsibility as Lead Dormitory Mentor incorporates all duties of the Dormitory Mentor as well as the increased responsibility of leadership of students and staff.

QUALIFICATIONS

Education

- Post-secondary education in Youth Care, Applied Counselling or related field or an acceptable combination of training and experience.
- Valid Class 4 Manitoba driver's license.
- Current CPR and First Aid.

Experience

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

Knowledge, Skills and Abilities

- Thorough knowledge of the Frontier Collegiate Campus setting and how students may react in a variety of situations.
- Thorough knowledge of all Dormitory protocols and policies.
- Understanding of Indigenous Way of Life.
- Fluency in an Indigenous language would be an asset.

- Basic knowledge of supervision techniques.
- Excellent problem solving skills.
- Ability to co-ordinate planned activities.

DUTIES AND RESPONSIBILITIES

- Ensures all staff are briefed at the beginning and the end of the shift.
- Performs duties of a Dormitory Mentor.
- Directs staff and coordinates shift activities
- Assists the Dormitory Supervisors with the annual evaluation of Dormitory Mentors.
- Participates in Dormitory disciplinary meetings as required, communicates necessary information to the Campus Incident Review Committee.
- Provides assistance or direction to staff as necessary.

Performs other duties as assigned.

CONTACTS

Campus Administration and staff
Parents, Guardians
Students

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 a variety of software packages.
Wide variety of recreational equipment.