**KEEWAYTINOOK OKIMAKANAK SECONDARY**

**STUDENT SERVICES (KOSSS)**

1046 Memorial Avenue

Thunder Bay, Ontario P7B 4A3

Phone: (807) 346-4204 Ext. 1709

 Fax: (807) 346-4330

 Toll Free: 1-888-893-4111

 **Keewaytinook Okimakanak Secondary Student Services
Student Boarding Home-Intake Worker Required**

Keewaytinook Okimakanak Secondary Student Services is looking to fill one Student Boarding Home-Intake Worker Position. The Student Boarding Home-Intake Worker will work out of Thunder Bay, Ontario and will commence in August 2017. The grade 9-12 students will be coming from our First Nation communities of Fort Severn, Keewaywin, Deer Lake, North Spirit Lake, Poplar Hill, and McDowell Lake.

**GENERAL**

**The Boarding Home /Intake Worker will implement and monitor the administration of the KOSSS Boarding Home Program Services and Support the Intake Process, under the direction of the Program Coordinator or designate. This individual must be sensitive to First Nations culture and traditions and must possess excellent interpersonal, communication and organizational skills.**

**RESPONIBILITIES**

**Under the direction of the Program Coordinator, successful applicant will be responsible for an array of services related to but not limited to the following duties:**

**The Boarding Home Coordinator/Intake will:**

**- Become familiar with existing KOBE/KOSSS policies, procedures and protocols;**

**- Implement and monitor the administration of the Boarding Home program;**

**- Recruitment and retention of Boarding Home parents;**

**- Promotion of Boarding Home program;**

**- Initiate and Implement Boarding Home Parent Training**

**- Orientation of Boarding Home parents;**

**- Conduct Boarding Home visits;**

**- Pair Boarding Home parents with students that have similar strengths and challenges;**

**- Conduct regular meetings with the Boarding Home Parents and students;**

**- Become familiar with the town or city;**

**- Liaise with external service agencies and develop formal protocols with service providers;**

**- Develop and complete written reports;**

**- Update parents of their child’s boarding home progress;**

**- Participate in student activities when required;**

**- Assist Office Manager with Intake Processes**

**- Other duties, related to the position in the job description;**

EXPECTATIONS

• Ability to work flexible hours as scheduled and determined by the Program Coordinator or designate in relation to service requirements;

• Must possess a valid Class “G” Driver License

• Must be willing to travel including into KO communities when required

• Computer literate

• Must have a First Aid with C.P.R. or willing to obtain

• Experience working with First Nation youth

• Fluency in one of the Sioux Lookout area dialects an asset but not essential

QUALIFICATIONS

1. Post-Secondary education and or training in the fields of Social Work or Education, or related fields, preferred.

2. Experience in Social Work or Education field is an asset

3. Experience working with Off-Reserve Secondary Student Services is an asset.

4. Experience working with First Nations

5. Self-motivated, organized, able to work as a team member and independently

6. Willing to obtain Criminal Record Check

**Salary will be based on a combination of qualifications and experience.**

**Deadline for the above Position is: August 11, 2017 by 1:00 P.M. CST**

**Please FAX or E-Mail Resumes to: 1-807-346-4330 or email to** **henryowusu@edu.knet.ca**