

ONTARIO NATIVE EDUCATION COUNSELLING ASSOCIATION (ONECA)

EMPLOYMENT OPPORTUNITY

Now accepting applications for contract positions in the Native Counsellor Training Program

INSTRUCTORS

Contract Details

Duration: Full time from **June 27, 2012** to **August 3, 2012**.

Location: Laurentian University, Sudbury, Ontario

Conditions of Employment: Must be willing to reside on campus for the duration of the contract.
Must be willing to provide a criminal background check.
Must be willing to provide proof of current vaccinations.

Summary of Work to be Performed:

Provide classroom instruction, create, manage and participate in a variety of learning environments and activities that provide opportunities for students to develop to their fullest potential and achieve their learning objectives. Seeking qualified individuals to teach one or more of the following courses:

- Counselling Practicum & Theory Part I, II
- Information Process & Career Planning
- School & Career Guidance Part I, II
- Education Systems in Ontario
- Sociology of Native People

Qualifications:

- Bachelor Degree with specialization in assigned course(s) and a minimum of five (5) years teaching experience in Ontario or an equivalent combination of education and experience.
- Experience in lesson/course planning, development and implementation of instructional methodologies and activities designed to meet course objectives and student learning outcomes.
- Proven ability to model health and personal well-being behaviours in the areas of confidentiality, relationship development/maintenance and professional ethics.
- Demonstrated ability to understand cultural influences and issues specific to adult learners in First Nation communities.
- Excellent oral, written and interpersonal communication skills.
- Proficiency in the use of computer technology as it relates to business practices and the delivery of course content is required.
- Ability to speak a First Nation language an asset.

Please forward resume, cover letter and three references to:

Ontario Native Education Counselling Association
37A Reserve Road, Box 220
Naughton, Ontario
P0M 2M0

Closing Date: 4:00 p.m. February 29, 2012

ONECA would like to thank all applicants, however, only those selected for an interview will be contacted.

To request a copy of the job description for this position please email us at oneca@oneca.com

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ADMINISTRATIVE ASSISTANT

Contract Details

Duration: Full time from **June 27, 2012** to **August 3, 2012**

Conditions of Employment: Must be willing to reside on campus for the duration of the contract.
Must be willing to provide a criminal background check.
Must provide proof of current vaccinations.
Must possess a valid driver's license and proof of insurance.

Summary of Work to be Performed:

Provide a wide range of administrative support to staff, students and the general public. The incumbent must be able to work in a fast paced environment where knowledge of office procedures, ability to pay close attention to detail and multi-task are key factors for success.

Qualifications:

- Diploma in Business or related training/certification.
- Minimum of three (3) years experience in office administration and/or equivalent combination of education and experience, preferably in an adult education setting.
- Minimum of one (1) year finance experience (Accounts Receivable/Payable, Recordkeeping, Petty Cash).
- Strong organizational and interpersonal skills, with demonstrated ability to establish and maintain rapport with students and program staff.
- Proven ability to model health and personal well-being behaviours in the areas of confidentiality, relationship development/maintenance and professional ethics.
- Demonstrated ability to understand cultural influences and issues specific to First Nation communities.
- Excellent oral and written communication skills.
- Proficiency in the use of computer technology as it relates to business practices and the delivery of course content is required.
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STUDENT ADVISOR

Contract Details

Duration: Full time from **June 27, 2012** to **August 3, 2012**

Conditions of Employment: Must be willing to reside on campus for the duration of the contract.
Must be willing to provide a criminal background check.
Must provide proof of current vaccinations.
Travel Required, must possess a valid driver's license and proof of insurance.

Summary of Work to be Performed:

First point of contact for student advisement on educational, personal and family issues that have the potential to place a student "at risk" in achieving academic success. Supports student retention by planning and coordinating cultural and social extracurricular activities designed to promote a sense of belonging and community among students and their families.

Qualifications:

- Diploma/Degree in human services/social sciences related field with specialization in counselling and five (5) years experience working with Native people in a professional helping role or an equivalent combination of education and experience.
- Minimum of two (2) years academic advising experience, preferably in an adult learning environment.
- Counselling experience or training in grief, addiction, child and family welfare, conflict resolution and personal development.
- Demonstrated knowledge and work in/with First Nation communities in the area cultural/traditional practices.
- Excellent planning and organizational skills with experience in program/event planning.
- Excellent oral and written communication skills.
- Proven ability to model health and personal well-being behaviours in the areas of confidentiality, relationship development/maintenance and professional ethics.
- Proficiency in the use of computer technology as it relates to business practices and the delivery of course content is required.
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PROGRAM COORDINATOR

Contract Details

Duration: Full time from **June 18, 2012** to **August 10, 2012**

Conditions of Employment: Must be willing to reside on campus for the duration of the contract.
Must be willing to provide a criminal background check.
Must provide proof of current vaccinations.
Travel Required, must possess a valid driver's license and proof of insurance.

Summary of Work to be Performed:

Oversee the efficient planning and delivery of the NCTP program. Ensure the integrity, quality and relevance of student learning in accordance with the standards and guidelines set forth by the organization. Provide leadership to program staff and students in the areas of academic/operational/personnel policies and procedures. Liaise with delivery site personnel to ensure facility needs of the program and its staff/students are met. Ensure Day and Youth Camp are operated in accordance with policies and guidelines.

Qualifications:

- Diploma in Human Services or related field, Bachelor in Human Services or Education preferred.
- Five (5) years experience in the management of Native programming, preferably in a post secondary or adult education environment or an equivalent combination of education and experience.
- Knowledge of curriculum and instructional methodologies as they pertain to adult learners.
- Experience managing budget and purchasing processes.
- Familiarity with child/youth programming or the ability to quickly gain knowledge necessary to be held accountable for the safety and welfare of children aged 2 - 16.
- Strong organization and time management skills, with demonstrated ability to effectively balance multiple operational priorities.
- Excellent interpersonal skills with proven success in problem solving and conflict resolution.
- Proven ability to model health and personal well-being behaviours in the areas of confidentiality, relationship development/maintenance and professional ethics.
- Demonstrated ability to understand cultural influences and issues specific to adult learners in First Nation communities.
- Excellent oral, written and interpersonal communication skills.
- Proficiency in the use of computer technology as it relates to business practices and the delivery of course content is required.
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YOUTH CAMP EDUCATOR

Contract Details

Duration: Full time from **June 27, 2012** to **August 3, 2012**

Conditions of Employment: Must be willing to reside on campus for the duration of the contract.
Must be willing to provide a criminal background check.
Must provide proof of current vaccinations.
Travel Required, must possess a valid driver's license and proof of insurance.

Summary of Work to be Performed:

Develop, coordinate, and implement a wide variety of recreational programs, activities, and services for children with a focus on program delivery for the age group of 7 through 16. Responsible for the efficient operation, program planning, implementation, and promotion of the Spotted Eagle Youth Camp for NCTP as well as other special programs/events involving youth registered in the program. Maintain liaison with NCTP staff pertaining to the care and well-being of youth.

Qualifications:

- Child and Youth Diploma or Degree in Human Services and a minimum of two (2) years working with youth or an equivalent combination of education and experience.
- First Aid/CPR and Food Safe Certification.
- Knowledge of the laws and policies related to working with youth.
- Ability to lift up to 25 lbs and spend 1/3 to 2/3's of on-the-job time engaged in physical activities (walking, stooping, kneeling, etc).
- Proven ability to model health and personal well-being behaviours in the areas of confidentiality, relationship development/maintenance and professional ethics.
- Demonstrated ability to understand cultural influences and issues specific to children in First Nation communities and incorporate the culture into programming.
- Excellent oral, written and interpersonal communication skills.
- Proficiency in the use of computer technology as it relates to business practices and the delivery of course content is required.
- Ability to speak a First Nation language an asset.
- Prior supervisory experience in youth camp programming an asset.

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DAY CAMP EDUCATOR

Contract Details

Duration: Full time from **June 27, 2012** to **August 3, 2012**

Conditions of Employment: Must be willing to reside on campus for the duration of the contract.
Must be willing to provide a criminal background check.
Must provide proof of current vaccinations.
Travel Required, must possess a valid driver's license and proof of insurance.

Summary of Work to be Performed:

Develop, coordinate, and implement a wide variety of recreational programs, activities, and services for children with a focus on program delivery for children aged 2 through 6. Responsible for the efficient operation, program planning, implementation, and promotion of the Binoojiiinag Centre Program for NCTP as well as other special programs/events involving children registered in the program. Maintain liaison with NCTP staff pertaining to the care and well-being of children.

Qualifications:

- ECE Certification
- First Aid/CPR and Food Safe Certification.
- Minimum of two (2) years working with children.
- Knowledge of the Days Nursery Act and the laws and policies related to working with youth.
- Ability to lift up to 25 lbs and spend 1/3 to 2/3's of on-the-job time engaged in physical activities (walking, stooping, kneeling, etc).
- Proven ability to model health and personal well-being behaviours in the areas of confidentiality, relationship development/maintenance and professional ethics.
- Demonstrated ability to understand cultural influences and issues specific to children in First Nation communities and incorporate the culture into programming.
- Excellent oral, written and interpersonal communication skills.
- Proficiency in the use of computer technology as it relates to business practices and the delivery of course content is required.
- Ability to speak a First Nation language an asset.
- Prior supervisory experience in a day care setting an asset.

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