



Student Support Services – Counsellor/Coordinator

Position Summary

Reporting to the Director of Yellowquill University College, this position is dedicated to advising and guiding students on their educational journey at Yellowquill University College. The Student Services Counsellor/Coordinator will engage and build relationships with students while assisting them to navigate college/university life.

DUTIES & RESPONSIBILITIES:

- Supporting students experiencing varying degrees of distress impacting academic pursuits.
- Engaging in hopeful practices that uphold First Nations students' ability to feel valued, seen and heard.
- Providing navigational leadership, including but not limited to guidance with internal procedures.
- Create an environment where First Nations students can see themselves at Yellowquill University College and feel a sense of belonging, confidence, self-respect and pride in heritage amongst all Indigenous students.
- Work directly with students to develop solutions and attainable goals to resolve issues
- Develop, organize activities, and initiatives that connect students to supports, such as drug and alcohol prevention programs from a culturally oriented foundation
- Create a resource manual to help students navigate the systems, listing all resources that are available to First Nation students
- Provide information on accessing student financial aid
- Assist students in understanding and overcoming social, behavioural, or academic problems
- Provide group or individual counseling to address the needs of students
- Evaluate students' academic/career plans and assist them in setting realistic goals
- Create working relationships with the funders: Post-secondary Counsellors
- Organize and assist with career and academic development activities such as career fairs, career guidance, skills enhancement, etc.
- With the Elder on campus, develop, coordinate and implement traditional Indigenous teachings and activities that are culturally sensitive to First Nations students and are effective in meeting students' needs
- Employ responsive counselling in establishing positive relationships between teachers and students
- Assist in marketing and promoting the Institution
- Network with similar institutions and counselling associations
- Work closely with the YQUC Student Council as a staff advisor
- Perform other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Strong organizational skills to develop and implement programs, activities, and initiatives.
- Working knowledge of the traumatic events that affect the success of many First Nation students, such as intergenerational residential school survivor syndrome, addictions, family violence, and other personal issues.
- Effective counselling skills to confidently provide advice and guidance.
- Knowledge and experience administering career and personality type assessments
- Knowledge of trauma-informed approaches and training.
- Create an environment/space where students can express themselves honestly.
- Excellent communication and active listening skills.
- High levels of patience and compassion.
- Work respectfully with students and staff towards success.
- Ability to work with a strong sense of focus, to manage competing priorities, task-oriented, non-judgmental, and with a clear sense of boundaries.
- Follow and implement privacy guidelines of all parties.
- Provide relevant support services to students and staff.
- Knowledge of transitional barriers for students relocating to an urban setting.

QUALIFICATIONS:

- Training and/or education in school counselling or psychology, or in a related discipline
- Bachelor of Social Work, or Bachelor of Education, or Bachelor of Arts or a combination of relevant training and experience.
- Experience working in adult education with Indigenous students
- Excellent communication, interpersonal, and problem-solving skills
- Knowledgeable and compassionate about Indigenous history, culture, and issues
- Ability to work independently with minimal supervision

CONDITIONS OF EMPLOYMENT

- Valid Manitoba Driver's License and access to a reliable vehicle
- Ability to work overtime/travel when required
- This position requires occasional lifting and the ability to lift more than 10 lbs

Applications (with 2 references) may be emailed or faxed to:

Email: dstranger@yellowquill.org

Fax: (204) 953-2810

Deadline: Open until filled