



**MOOSE DEER POINT FIRST NATION  
GOVERNMENT SERVICES**

3720 Twelve Mile Bay Road  
Box 119, MACTIER, ON P0C1H0  
P: 705 375 5209 / F: 705375 0532

**MOOSE DEER POINT FIRST NATION EMPLOYMENT OPPORTUNITY  
EDUCATION COUNSELLOR  
Permanent Full-time**

Under the direct supervision of the First Nation Administrator, the Counsellor will be responsible for performing a variety of duties related, but not limited to, ensuring that quality educational services are made available to all members of the First Nation. The main role of the Counsellor will be to administer educational assistance, provide counselling and consultation services to the members of the First Nation.

The Counsellor will adhere to the overall job description, maintain a knowledge base on all areas of responsibility and will be responsible for ensuring the membership is provided with the resources necessary to enhance their educational needs and to promote physical, emotional, and social development. The Counsellor will ensure that activities related to these priorities will be carried out in a manner that reflects positively on the Moose Deer Point First Nation and complies with all funding agreements, policies, and procedures.

**DUTIES AND RESPONSIBILITIES**

- provide, monitor, and implement education services and special education services to all members of the Moose Deer Point First Nation
- prepare and maintain accurate records for all education programs
- act as an educational resource person and work collaboratively with the Chief & Council, Administrator, Staff, community members, consultants, other professional agencies, schools, etc.
- establish a joint partnership with the schools/Board of Education to ensure an easy transition and support for all involved
- act as a liaison with community/outside organizations (ie: CAS, Child & Family Centres, Day Care Centres, Mental Health Centres, Health Units, universities/Colleges) in educational matters
- negotiate Tuition Agreements on behalf of the First Nation; to ensure Tuition Agreements are updated, as needed; to ensure the terms of the Tuition Agreement are upheld by all parties concerned
- maintain an accurate, updated, list of all First Nation registered status/non status/ non-native students and their families, (i.e., Nominal Roll)
- provide guidance and counselling services to the students, parents, teachers, principals, professional staff, or other outside agencies



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- establish and maintain a communication system that will allow a flow of information to the students, parents on the educational system and any pertinent changes, as they apply
- provide personal and academic counselling to students/parents experiencing problems in the schools or home, and to follow up with professional agencies, if required
- provide attendance counselling service to the schools, students, and parents to assist the schools with special needs students; to help parents understand and cope with the programs/services that may be established for the student (i.e., assessments, program placements, special equipment/supplies, etc.)
- maintain contact on a regular, continuous basis with the principals, vice principals, teachers, and other education staff, at the various educational institutions that our students attend
- schedule and attend regular meetings at the elementary and secondary schools to address the needs of the students and maintain open lines of communication with the students
- promote educational activities in the community (i.e., study nights, workshops, computers training/access, extracurricular activities, incentive programs, merit awards, field trips, etc.)
- keep updated on Ministry of Education and Training regulations, as they apply to First Nation students, parents, and the provincial school system
- responsible for administering the Education Assistance Program, Incentive Programs, Special Education Program etc. as approved by Council to provide orientation and counselling services to the students and parents of Moose Deer Point First Nation
- assist post-secondary students in preparing their applications and ensuring they are informed of the education policies and procedures of the First Nation to monitor the students' progress through personal interviews and continuous contact with the academic institution
- initiate, promote, coordinate, and supervise adult upgrading within the community
- assist the membership and promote various training initiatives as they arise to conduct educational research, surveys and follow up studies as required by the First Nation
- participate in the development of proposals for any projects, as they relate to the educational needs
- prepare reports, as required, by management and outside agencies to prepare annual budgetary requirements and monitor expenses
- attend meetings and participate on committees, as directed
- provide detailed monthly activity reports to Council and the Administrator to liaise and confer on continuous basis, with other members of staff, to ensure there is not a duplication of services



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- work collectively with Council, community, and the other members of staff and to participate as an effective team player, at all levels

For full position details, please request a copy of the Job Description by emailing the First Nation Administrator at [marie.martinezdiaz@mdpfn.com](mailto:marie.martinezdiaz@mdpfn.com)

**QUALIFICATIONS**

- Post-secondary diploma/certification in a related field (i.e., social sciences, counselling, education)
- Two to five years' experience working in an educational environment, or as a counselor preferred
- Strong interpersonal, mediation and conflict resolution skills
- Excellent active listening, written and oral communication skills
- Proficient in Microsoft Office programs (Word, Excel)
- Must possess a valid G Ontario driver's license, have reliable transportation and be willing to travel as required
- Ability to provide a CPIC Check and Vulnerable Sector Check

Cover letter and resume, along with three employment references should be submitted to the First Nation Administrator [marie.martinezdiaz@mdpfn.com](mailto:marie.martinezdiaz@mdpfn.com).  
Please indicate **Education Counsellor** in the subject line.  
Applications will be accepted until this position is filled.

***Thank you to all those who apply but only candidates selected for an interview will be contacted***