



**MOOSE DEER POINT FIRST NATION
GOVERNMENT SERVICES**

3720 Twelve Mile Bay Road
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**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.

QUALIFICATIONS

- Post-secondary diploma/certification in a related field (i.e., social sciences, counselling, education)
- Strong interpersonal, mediation 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.
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