

## **PRIVATE HOME PLACEMENT COORDINATOR**

### **(Term Position – One Year)**

#### **Authority**

The Private Home Placement Coordinator will work under the supervisory function of the Assistant Director of Instructional Services who in turn, reports to the Director of Instructional Services.

#### **Purpose**

The Private Home Placement (PHP) Coordinator is responsible to develop and manage PHP policies, procedures and initiatives relating to student enrollment, student retention, and providing on-going support to students. The PHP Coordinator should have extensive knowledge and experience within the First Nations education historically and currently, and actively participate in various initiatives in the development of First Nations education on-reserve, at the provincial and the national levels. A demonstrated respect for First Nations knowledge, languages and cultures; and fluency in a First Nations Language is desirable for this position.

#### **Specific Responsibilities**

- Assesses student and school concerns and develops an understanding of their rights, roles and responsibilities, particularly related to sharing information on students and in the provision of seamless programs and services to students. This may include work with individuals and families, group work, and networking;
- Provides liaison services to community agencies and to the community on student and family specific issues as required;
- Monitors the transition of students from middle years to high school;
- Maintains proper student records and reports as per school and MFNSS requirements;
- Attends meetings pertaining to students, parents, and house parents, to address challenges facing students while they are in the program;
- Coordinates counselling and liaison activities to meet the needs of the individual students.;
- Maintains and updates program policies and handbooks;
- Provides PHP program updates to stakeholder as required;
- Other duties as assigned.

#### **Qualifications**

#### **Education & Experience**

- Post-Secondary training in Business or administrative studies;

- Applied counselling certificate or working towards a certification will be considered an asset;
- Knowledge of high school programming;
- Basic knowledge of record keeping and report writing;
- Minimum of three years administrative experience with First Nations directly related experience and/or training in a high school setting;
- Ability to develop and maintain effective contact and communication with students, agencies, parents/guardians, and school administrators;
- Knowledge of Manitoba First Nations education development and reforms and socio-economic conditions of First Nations communities;
- Excellent interpersonal and cross cultural skills to work in a First Nations environment;
- Proven effective oral and written communication skills in technical and plain language writing, and presentation skills;
- Fluency in a First Nations language is considered an asset;
- Computer literate and proficient;
- Experience in professional practice in an area relevant to First Nations children and families. School related experience and knowledge of educational issues an asset;
- Ability to work independently and as a member of a multi-disciplinary team of professionals;
- Excellent written communication skills and ability to communicate;
- Possess a valid Class 5 driver's license and reliable vehicle;
- Flexible to travel to First Nations schools throughout Manitoba;
- Provide satisfactory clearance of criminal and child abuse record check.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference) by **4:00 p.m. on June 8, 2022** to:

**Human Resources**

**Manitoba First Nations Education Resource Centre Inc.  
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9  
Email: [employment@mfnerc.com](mailto:employment@mfnerc.com) | Fax: 204.942.2490**

We thank all who apply, however, only those selected for an interview will be contacted. MFNERC has implemented a mandatory COVID-19 Vaccination Policy for all employees. Successful candidates will be required to show proof of the vaccination. Preference will be given to qualified First Nations applicants; applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

**Please visit our website at [www.mfnerc.com](http://www.mfnerc.com)**

**Posted: May 25, 2022**