

Private Home Placement Coordinator

Job ad # 300 -26-011

POSITION OVERVIEW

The Private Home Placement (PHP) Coordinator is responsible for developing and managing 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.

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 would be 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; and
- Provide satisfactory clearance of criminal and child abuse record check.

To Apply; send your resume, cover letter and (3) professional references to:
employment@mfnerc.com | Fax: 204.942.2490

Deadline: Open Until Filled

Preference will be given to qualified First Nations applicants and are asked to self-declare on application. All applicants must be entitled to work in Canada. *Please visit our website www.mfnerc.org or scan QR code for complete MFNERC Employment Listing:*

