



POSITION DESCRIPTION

Position Title: Job Coach

Division: Health and Human Services

Classification: Assistant Guidance Counsellor

Supervisor's Title: Chair Human Services

Status: Full-time term

POSITION SUMMARY

Reporting to the Chair of Human Services, the Job Coach will provide individual student counselling throughout delivery of the 11month Integrated Police Studies program in Brandon. Working with the program Coordinator, the Job Coach will coordinate student services within the college, the community and the funding organizations. The flexible work schedule will include days and evenings as required. The job coach will have access to the names and funding sources/sponsors for each of the students. The job coach will assist students by arranging for academic support in the form of tutorial services to individuals or small groups. This service will be offered outside of normal class time and will be arranged at times suitable to the students requiring the services. The Job Coach will assist with financial and personal counselling, to include housing/ accommodations.

RESPONSIBILITIES AND ACCOUNTABILITIES

Primary:

1. Provide a schedule of times students will be able to meet for counseling services
2. Meet with students individually or in small groups to discuss student concerns
3. Liaise with the representatives of First Nations sponsors and/or funding agencies regarding students' attendance where there is an issue. Report all such issues to the Chair of Human Services.
4. Liaise with program instructors regarding student attendance or tutorial needs.
5. Participate in weekly staff meetings with instructors and program coordinator.
6. Recommend tutorial services, tutors and peer tutors for students requiring assistance.
7. Coach and provide direction to peer tutors.
8. Obtain approval from Program Coordinator prior to arranging tutorials to ensure that funds are available and that the times are suitable.
9. Provide appropriate confidential, impartial and realistic advice and guidance to students, including written action plans where necessary.
10. Offer additional support to students identified as facing barriers or requiring further help in their training
11. Manage the administrative processes associated with counseling activities, deal with general client correspondence and advise program coordinator of any issues that require attention.
12. Assist students with the application process required for employment.

Secondary:

1. Maintain records for each student and any coaching sessions held with the students.
2. File copies of weekly student attendance reports provided by program instructors.
3. Maintain a daily record of activities.

KEY RELATIONSHIPS (attach relevant organizational chart(s))

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Staff Positions Directly Supervised Not Required

Staff Positions Indirectly Supervised Not Required

Other Key Relationships:

The Job Coach will work in a team environment with various instructors, the Program Coordinator, the Chair of Human Services, the administrative assistant and other College staff.

KNOWLEDGE, SKILLS, ABILITIES, OTHER

Related post-secondary diploma

Knowledge of programs and courses offered.

Ability to communicate effectively with staff, students, and First Nations agencies.

Strong organizational and administrative skills.

Experience and/or knowledge of Aboriginal culture with a strong knowledge of the cultural needs of the students.

Manitoba Driver's License.

OTHER COMMENTS

The incumbent must have experience and/or knowledge of Aboriginal culture with a strong knowledge of the cultural needs of the students. The role of the incumbent is to:

- provide information to students and staff
- help students interpret information and make choices
- help students find out what they want and need and work out various ways of meeting their wants and needs
- help people's ability to choose opportunities appropriate to their personal, educational and vocational development
- provide learning experiences to help people gain the skills needed to make decisions and transitions
- network with college staff, Aboriginal organizations and communities, (establishing formal/informal links and keeping regular contact with a range of agencies and individuals)
- gather information on unmet or ill-met needs of students, so that provision can be adapted or developed

Employee's Signature

Date

Supervisor's Signature

Date