



**N'Amerind (London) Friendship Centre**  
260 Colborne St.  
London ON N6B 2S6  
Ph (519) 672-0131 Fax (519) 672-0717

### EMPLOYMENT POSTING

**POSITION:** ALTERNATIVE SECONDARY SCHOOL PROGRAM COORDINATOR ASSISTANT  
**TERM:** PART TIME – 17.5 Hours Week  
**Starting Rate:** \$21.50 /Hour  
**Posting Date:** Thursday, April 7, 2022      **Closing Date:** 4:00 pm. Friday, April 22, 2022

**Commented [NP1]:** I have changed this title but left the Term, Starting Rate, Posting Date.

#### PROGRAM DESCRIPTION:

The Alternative Secondary School Program Coordinator Assistant (ASSPCA) will work with the Alternative Secondary School Program Coordinator (ASSPC) to ensure the effective delivery of the Alternative Secondary School Program (ASSP) such that the needs of the urban Indigenous youth and adults referred to the program are met in a culturally appropriate manner. The ASSPCA will liaise with the Thames Valley District School Board (TVDSB) and the TVDSB teacher assigned to Wiingashk Alternative School. The Alternative Secondary School Program Coordinator Assistant will be under the direct supervision of the Alternative Secondary School Program Coordinator.

#### Qualifications:

- Possess a post-secondary education in Indigenous studies, social work, child and youth work or combination of the equivalent and relevant education
- The candidate will have a minimum of three (3) years of demonstrated and related work experience with youth
- Strong knowledge and awareness of Indigenous culture and history, with particular emphasis on family violence, child welfare, the impacts of trauma, residential school issues, Indigenous youth engagement and community outreach
- Ability to work professionally and collaboratively with child welfare agencies in Ontario
- Strong understanding of the Education Act, Child and Family Services Act, with emphasis of impact on Indigenous students
- Knowledge of available Indigenous services resources in the community and surrounding area
- Excellent oral and written communication, interpersonal and counseling skills
- Proven, positive, proactive experience in working with people of Indigenous ancestry
- Possess computer proficiency including word processing and data base programs
- Capacity to work under pressure, meet deadlines and work flexible hours
- Knowledge of the social reality that Indigenous youth experience in an urban setting
- Possess skills and experiences in presenting educational workshops and facilitating groups
- Must have access to a reliable vehicle on a daily basis

**Duties:**

- Supports program services being provided in a culturally-based and targeted to Indigenous students to achieve their Ontario Secondary School Diploma (OSSD)
- Works as a team member with the TVDSB, and with the support of the ASSP Coordinator, to consult, intake, review and make decisions regarding students and to meet their curriculum needs
- Assist with programming that provides Indigenous culture, teachings and language in the ASSP curriculum
- Provide support in conducting research and the organization of resource information for programming
- Provide support with the process of developing strengths-based action plan for each student
- Assist with promotional activities to increase awareness and ensure access to the program through a variety of outreach efforts
- Assist with maintaining working relationships and partnerships with local community organizations that best meet the needs of each student
- To perform other related duties as assigned by the ASSP Coordinator

**Commented [NP2]:**

**Commented [NP3R2]:** I have amended this duties to more accurately reflect what the assistant would be expected to do.

**INTERESTED APPLICANTS ARE TO SUBMIT A COMPLETE APPLICATION PACKAGE INCLUDING:**

- A CV and cover letter, in Word or PDF format
- **Two work related references and One-character reference**
- Copies of relevant certificate, diploma, degree

**Mail:**                    **Hiring Committee**  
**Re: Alternative Secondary School Program Coordinator Assistant**  
**N’Amerind Friendship Centre**  
**260 Colborne Street**  
**London, ON**  
**N6B 2S6**

**Email:**                **reception@namerind.on.ca**  
**Re: Alternative Secondary School Program Coordinator Assistant**

**Fax:**                    **Attention: Hiring Committee (519) 672 0717**  
**Re: Alternative Secondary School Program Coordinator Assistant**

**Note:**

- All applications will be screened based on receiving a **COMPLETE APPLICATION PACKAGE**.
- Only those contacted will be granted an interview.
- A registered member of a First Nation as per Section 16 (1) of the Human Rights Act is preferred.
- **All applicants understand and agree that by submitting a job application, a Satisfactory Vulnerable Sector Check will be required to be furnished by the successful candidate after the interview process at their cost**

**Application Deadline:**    **Friday, April 22, 2022 at 4:00 pm**  
**Late submissions will not be accepted.**