

Manitoba Institute of Trades and Technology (MITT) is Manitoba's newest college - a unique educational institution offering post-secondary certificates and diplomas alongside comprehensive, integrated secondary programming, all directly linked to current labour market needs. MITT gives students a competitive edge by providing the latest technology and training for careers in the areas of Health Care and Human Services, Information and Business Technology, and Skilled Trades.

High School Counsellor
Term Replacement
Mondays to Fridays, Half-Time, 17.5 hours/week

The High School Counsellor is responsible for supporting MITT High School students with their academic, personal, and career goals as secondary students and in preparation for future post-secondary studies.

Responsibilities include but are not limited to:

- Contributes to and leads the planning and delivery of new student orientation for MITT High school.
- Works closely with students, parents, and MITT instructors to ensure students' educational goals are being met and that MITT's policies, processes, and student responsibilities are understood.
- Provides MITT HS students personal and academic supports and makes referrals to MITT Clinical Services, Career Services and any other on or off-campus supports.
- Oversees and promotes the High School Apprenticeship Program (HSAP) and participates in ongoing provincial HSAP meetings and training.
- Works with the MITT Career Services team and the Pembina Trails School Division (PTSD) Experience team to coordinate career activities for secondary students.
- Provides support to MITT instructors and Academic Coordinators on Career Development Internship (CDI) credits for MITT High School students.

Required Qualifications and Experience:

- Must have one or a combination of: a post-secondary degree with qualifications/experience in high school counselling, student services, or other relevant student supports; a post-secondary degree or qualification related to education, student counselling/advising, or the social sciences/humanities.
- Minimum of 3 years' experience in a secondary or post-secondary school environment, preferably in a student services or student support/ accessibility services department experience working directly with students.
- Experience working with MITT's other student categories would be an asset (i.e. post-secondary, indigenous, international, mature, etc.).
- Current qualification in Mental Health First Aid, suicide prevention (ASIST, Safe Talk), CPR/First Aid, Threat Assessment level 1 or 2, would be an asset.
- Experience with PHIA and FIPPA as they relate to minors would be an asset.
- High-level problem-solving and analytical thinking is required, particularly when working within policy and administrative processes.
- Excellent written and oral communication skills, including confidence with public speaking and delivering presentations is required.
- Able to work effectively in a collaborative environment, as well as independently.
- Strong work ethic and able to take initiative to solve problems. Strong interpersonal and administrative skills.
- Must be pleasant, professional and efficient when communicating with parents, students and staff.
- Must be able to work effectively with students and the public during stressful situations. Diplomacy, tact, and discretion when handling sensitive situations or personal information is required.
- Must possess a genuine interest in helping high school students and students in general.
- Must be energetic and outgoing, possess a positive attitude, enjoy challenges, and cope well with a constantly changing, fast-paced work environment.
- Proficiency in French, an indigenous language, or other second language would be an asset.
- Satisfactory Criminal Record Check required.

The High School Counsellor supports MITT's commitment to reconciliation and Indigenous inclusion.

Application deadline: March 30, 2018 by 8:30 am

Submit a cover letter and detailed resume to HR@mitt.ca or fax 204-488-4152. Quote competition **#2017-034** in the email subject line.

Salary: In accordance with the 2014-2018 Collective Agreement

We are growing, come grow with us. MITT offers a challenging, team-oriented work environment, competitive income and benefits, and opportunities for professional and personal growth and development.

MITT is committed to an employment equity practice that achieves a workforce reflective of the community at large. Applicants are encouraged to self-declare.

This position requires the successful completion of a Criminal Record check including vulnerable sector. We thank all applicants for their interest. Please note that only those applicants selected.