



**JOB TITLE** Student Parent Support Worker (SPSW)

**REPORTS TO** Pathways Supervisor

## Job Purpose

Under the direct supervision of the Program Director the Pathways Supervisor, is responsible for overseeing all components of the Thunder Bay Pathways Program. The Pathways Supervisor is responsible for the supervision and guidance of the Student Parent Support Workers (SPSW), Youth Facilitators, and other Volunteers and Students.

## Duties and Responsibilities

Duties and Responsibilities will include, but will not be limited to the following:

- Establish and maintain positive and supportive relationships with Pathways students, parents/guardians, and secondary school staff to ensure that students fully participate in the program and in school. This will be achieved by maintaining regular contact with students, parents/guardians, and school staff.
- Become familiar with the strengths and capacities, as well as the barriers and challenges, faced by Pathways Thunder Bay students and, where needed, refer students to appropriate resources including academic, social, and emotional supports within the school system and in the broader community.
- Act as a liaison between students, parents/guardians, school staff and other service providers, and maintain strong communication between and among these parties, to support the student to meet their needs and achieve their goals.
- Ensure that relevant teammates and volunteers have the information they need to provide effective academic and social support to students, for example by sharing information about upcoming assignments and tests as well as students' learning styles and learning needs.
- Ensure that Pathways students and their parents/guardians are aware of the particulars of the education system that could impact student success (i.e., graduation requirements, Academic vs. Applied courses and students'/parents' rights and responsibilities in the education system) and advocating for students and their parents/guardians to school staff in decisions affecting the educational or social development of the student.
- Maintain knowledge of high school curriculum and common practices and procedures, as well as programs, services, and resources available to youth in Thunder Bay, including, if applicable, post-secondary programs and scholarships, and their applicable guidelines, processes, and deadlines.
- Support students to attend school regularly and punctually by monitoring attendance and communicating regularly and effectively with school staff, parents/guardians, and other program staff.
- Ensure that Pathways students participate in Pathways academic and cultural and/or youth engagement activities as required or in alternative programming, where appropriate.
- Register and collect student information such as school attendance, program attendance, credit summaries and other relevant data and ensure files (electronic and paper) are kept up to date and accurate.

## Program Delivery

- Develop, coordinate, and deliver pre-designed Pathways programming that is relevant to students' age, needs and interests, including programming focused on: academic success, recreation/pro-social activities, skills development/leadership, employability, volunteering, career exploration and preparing for post-secondary.
- Ensure a safe, culturally appropriate and secure environment for students during program activities (i.e., behavior management, emergency procedures, health and wellbeing, COVID 19 etc.)
- Organize special activities and events designed to meet the needs of Pathways Thunder Bay students and parents/guardians (i.e., student orientation, graduation celebration, parent engagement, etc.)
- Ensure programming meets the diverse and cultural needs and abilities of all students.
- Involves other service providers and organizations when planning, implementing and delivering programs.
- Assist in compiling and maintaining resources for programming, including textbooks, school supplies, food and computer and other equipment.

## Administration and Teamwork

- Take a lead role in the registration and re-registration process of students, including meeting with students and parents/guardians to explain the program and complete relevant forms.
- Collect student information such as school attendance, program attendance, credit summaries and other relevant data, and ensure files (electronic and paper) are kept up to date with this information.
- Document interactions with students, parents/guardians, and school staff in accordance with program policies and established timelines.
- Records and maintains statistical information, including; number of youth and families reached, number of and type of activities provided daily.
- Develops and submits weekly/monthly reports containing statistical information to the Program Supervisor.
- Ensures proper sign in/sign out procedures are followed.
- Provide financial support to students and ensure that the distribution of these supports is effectively tracked, following established systems and processes.
- Participate in regular team meetings to ensure that there is strong collaboration among all Pathways staff and program components.
- Assist with ongoing program evaluation and data collection efforts, as required.
- Assist in identifying and maintaining program partnerships with community organizations, local businesses, post-secondary education providers and other groups that can support Pathways students.
- Coordinating safe transportation to/from program and program activities (when applicable).
- Assist with volunteer orientation, training and appreciation activities and provide support to volunteers during programming, including facilitating relationship-building between volunteers and students.
- Demonstrates knowledge and adheres to Shkoday Abinojiiwak Obimiwedoan Personnel Policies and Procedures.

- Attends all Shkoday staff meetings and recommended professional development.
- Other tasks as assigned.

### Other Duties

- Maintains a clean, organized and clutter-free learning space.
- Ensures safe storage of equipment and supplies.
- Works as a team member, striving to create a healthy atmosphere, maintains regular and open communication with program team members and provides support to daily operations.

## Qualifications

- University degree in education, social work or related field or an equivalent combination of education and experience.
- Experience working with high school aged youth from diverse backgrounds.
- Experience planning and delivering high quality programming for youth.
- Knowledge of and experience with, informal individual counselling techniques and mentorship.
- Current certification in Standard First Aid and Level “C” CPR is required.
- Vulnerable Sector Check, TB Skin Test and Immunization Record are required and will be a condition of employment.
- Effective organization, time-management, and administrative abilities.
- Strong self-initiative and ability to work autonomously.
- Ability to work flexible hours, including regular evening work.
- Regular access to a vehicle and a valid G driver’s license required.
- Creative and innovative thinking and problem solving skills.
- Ability to build healthy relationships with partners, co-workers, community, and youth and effectively interact and relate to children and their families.
- Excellent computer and digital skills, particularly MS Office and databases.
- Actively involved in and knowledge of Anishnaabe culture and traditions and experience working with Indigenous persons.
- Ability to work flexible hours including some weekends.
- Ability to speak Ojibwe/Cree or Oji-Cree considered an asset.

## Working Conditions

Shkoday is committed and legally obligated (via Ontario Public Health Directives and Regulations) to implement measures to protect its clients, staff and other stakeholders from COVID-19. To comply with its legal obligations, Shkoday has implemented a mandatory vaccination policy. Exemptions will be made for those with a valid medical exemption; proof of the exemption will be required.

The SPSW will be working in a school-type environment which may involve both indoor and outdoor activities. The environment is a fast-paced, busy environment where many activities and noises happen at once, and the SPSW will be responsible for supervising the youth at all times.

Traditional ceremonies, circles and medicines will be practiced, which may affect people who are sensitive to different scents.

The hours of work may vary and are generally 40 hours per week.

*Apply Today*  
at [hr@shkoday.com](mailto:hr@shkoday.com)