



# BIIGTIGONG NISHNAABEG

## INTERNAL/EXTERNAL

### EMPLOYMENT OPPORTUNITY

**Job title:** STUDENT LIFE NAVIGATOR  
**Department:** EDUCATION  
**Location:** THUNDER BAY  
**Employment status:** FT ONE YEAR (FOLLOWING THE SCHOOL YEAR) CONTRACT  
**Posting Date:** December 20, 2022  
**Closing Date:** January 2, 2022

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#### Job Summary:

Reporting to the Director of Education, the Student Life Navigator is responsible for retention of Biigtigong Nishnaabeg's learners by providing outreach and support services and acting as a liaison to connect students to internal and external services and resources. The Student Life Navigator supports the success of Biigtigong Nishnaabeg's students by helping ease the transition from home to an educational setting. This position will help create culturally safe and accessible environment by supporting the breakdown of systemic barriers for our students.

#### Qualifications:

Candidates will be screened according to the listed criteria. It is the responsibility of the candidate to indicate that she/he meets the following criteria:

- Degree or Diploma in a relevant discipline (i.e. First Nations Studies, Social Work, Education);
- Customer service experience is required, preferably within a student services environment;
- The ability to facilitate workshops, group discussions and presentations;
- Exceptional interpersonal skills and the ability to build relationships;
- An understanding of confidentiality and privacy, and the ability to work with and process confidential information with discretion and sensitivity;
- Proficiency with MS Office Suite (Outlook, Word, Excel, PowerPoint).
- Class G Driver's License and reliable vehicle for travel between Thunder Bay and Sault Ste. Marie, Ontario
- Experience working in a remote work setting with no supervision

#### Relevant experience must demonstrate:

- An understanding of K-12 educational system;
- An understanding of respectful practices and protocols when working with Families, Elders and First Nations' communities;
- Lived knowledge of the kinds of experiences Biigtigong Nishnaabeg students have entering K-12 education system;
- Demonstrated ability to identify and respond to the needs of Biigtigong Nishnaabeg students, including transitional and developmental needs;
- Tact and sensitivity handling complex and critical student situations.

#### Duties & Responsibilities:

- Provides outreach and support services for Biigtigong Nishnaabeg students throughout their education and acts as a liaison between students and internal and external support services and resources;
- Assesses and identifies the additional needs for each student's circumstances and connects students to appropriate resources and supports;
- Acts as an advocate for Biigtigong Nishnaabeg students and facilitates a positive, respectful environment for both students and staff that is instrumental in breaking down stigmas and systemic barriers;
- Develops resources and tools to help Biigtigong Nishnaabeg students' education;
- Coordinates and facilitates sessions and events for students and parents;
- Consults with and makes recommendations to stakeholders on issues that affect Aboriginal student success and retention;
- Assisting with the development of proposals, conducting research, and gathering and preparation of supporting documents;
- Maintain database for BN membership students on and off reserve;
- Occasional travel to surrounding urban centers;
- Other duties as assigned.

#### How to apply:

Please forward a cover letter, resume and three professional references by email to [recruitment@picriver.com](mailto:recruitment@picriver.com)

-or-

Joni Michano – Human Resources / Payroll Coordinator  
Biigtigong Nishnaabeg, P.O. Box 93, Heron Bay, Ontario POT 1R0

**Incomplete applications WILL NOT be considered & WILL automatically be screened out.**

**OJIBWAYS OF THE PIC RIVER FIRST NATION – BIIGTIGONG NISHNAABEG**

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