

PERSONNEL &
STAFF DEVELOPMENT
BOX 480, LA RONGE
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Lac La Ronge Indian Band

EMPLOYMENT OPPORTUNITY

OPEN COMPETITION – RE-ADVERTISEMENT

The Lac La Ronge Indian Band's Education Department is accepting applications for the **2017-18 school year**, to fill the following **term** position (ends June 29, 2018), based out of **Chief Moses Ratt School** in **Sucker River, SK:**

GUIDANCE COUNSELLOR

The suitable candidate will be able to perform the following duties:

- Develop, implement and maintain social and emotional counselling and programs for students;
- Provides counselling services to students to ensure their success in their studies;
- Provide students and parents with information on school policies, procedures, local agencies and services
- Monitor and maintain attendance of students including arranging for home visits / phone calls to parents;
- Maintain student files in a confidential and professional manner;
- Maintain positive public relations on behalf of the LLRIB;

The suitable candidate will possess the following qualifications:

- Minimum of a certificate in counseling or social work;
- Previous social worker or guidance counsellor experience;
- Essential skills: planning, problem-solving, decision-making, leadership and counselling skills;
- Demonstrated communication (written and verbal), public relations, computer, and organizational skills;
- Valid Saskatchewan Driver's license.

Deadline for application: November 21st, 2017 by 11:59PM

To apply, please submit a **cover letter** and **resume** including **three (3) references (excluding Chief and Councilors)**, **with one from your most recent/current employer**, to the following:

Human Resource Office,
Lac La Ronge Indian Band
Box 480
La Ronge, SK S0J 1L0

Phone: (306) 425-2183
Fax: (306) 425-2170
E-mail: (hrinfo@llrib.ca)

For further information, please contact Brian Littlepine, Principal of CMRS at 306-425-3098.

****Note: Your references MUST be people who you reported to and had direct supervisory authority over you. In the cover letter, please indicate permission to contact references****

LLRIB thanks all interested applicants; however, only those chosen for an interview will be contacted. The successful candidate will be required to undergo a criminal record check. Please be advised applications received without the proper documentation will not be considered. Telephone interviews will not be granted.