

FULL-TIME STUDENT CARE COUNSELLOR

Department: Student Boarding

Status: Full-Time, Temporary

Hours: 40 Hours/Week

This is an approximate 18-month term position from December 2024 to July 2026.

The Royal Winnipeg Ballet is committed to an inclusive and diverse environment that values, respects and supports all individuals. We aim to have a workforce representative of the diversity within our community, and welcome and encourage applicants from various backgrounds including women, Indigenous people, racialized people, disabled people, people of all sexual and gender identities and others who may contribute to further diversification endeavors.

THE POSITION

The Student Care Counsellor supports and provides guidance and counsel to RWB School students participating in the Professional Division and Dance Intensive programs, ranging in age from 11 years old to post-secondary. This position creates and maintains a safe, healthy, and supportive school environment.

DUTIES AND RESPONSIBILITIES**STUDENT SUPERVISION/SUPPORT**

- Provide counselling, care, support, and supervision for students, acting as a role model.
- Advocate for students internally and externally with individuals or organizations.
- Coordinate mediation meetings to resolve conflicts between students.
- On behalf of students, arrange meetings with School staff, Medical Support Team, and other health professionals.
- Provide students with information and advice to address harassment, discrimination, and bullying.
- Provide support, motivation, and encouragement for students with injuries and other concerns.
- Assist new students to become acclimated to School life.
- Arrange tutoring and other support for students as required.
- Drive and walk students to and from academic school, appointments, and activities/events when required.

COMMUNICATION

- Facilitate individual and group check-ins with students.
- Maintain regular communication with parents/legal guardians in relation to student wellness.
- Facilitate information sharing with the Professional Division Principal and Head Boarding Advisor as appropriate.
- Serve as a consultant/advisor to the School Advisory Committee as required.
- Attend meetings with academic schools for Boarding students, acting as a parent representative.
- Assist in the development and implementation of administrative procedures.
- Review the Communications Log daily and follow up as required.
- Build and maintain positive relationships with RWB staff and service departments.
- Provide excellent customer service for students, parents, and other stakeholders.
- Ensure all communications, strategies, and actions support, protect, and nurture the brand of the RWB.
- Provide student care information at student, parent, and staff orientation sessions.

LEADERSHIP

- Provide training, mentorship, and guidance to Boarding Advisors and Artistic staff in relation to student care and support.
- Partner with School Management in the creation and implementation of Student Care and Support, and Crisis Response and Management policies and procedures.
- Partner with Boarding Management in the creation of Boarding policies and procedures.
- Respond to crisis situations, assisting with crisis response and intervention as required.
- Teach and facilitate peer relationship and wellness programming for students.
- Manage roommate assignments and social rules at the beginning of each session.

OTHER DUTIES

- Update and maintain student medical records and social rules information.
- General administration such as record keeping and note taking.
- Perform cleaning and facility-related duties in support of ongoing student comfort, safety, and hygiene.
- Other duties as assigned.

WORKING CONDITIONS

This position works primarily in a boarding setting during the afternoon, evening, and weekends, interacting with, observing, and supporting students. This position utilizes general office equipment, industrial cleaning supplies and requires the ability to lift / move heavy items weighing up to 22 KG (50lbs) such as furniture or luggage. Ongoing communication with internal and external stakeholders, flexibility with changing/shifting priorities, and timely decision making are key components of this position.

EDUCATION AND QUALIFICATIONS

- Post-secondary education in Psychology, Social Work, Social Sciences, Humanities, or a related field; an equivalent combination of education and related experience may be considered.
- Background in Counselling or Education.
- Working knowledge of computers and Microsoft Office programs.
- Broad understanding of child welfare and development.
- Working knowledge of student affairs best practices.
- ASIST or the equivalent suicide assessment/intervention training.
- Knowledge of student boarding life, the community, and area supports and resources.
- Valid class IV Driver's license; or willing and eligible to obtain within three (3) months of employment.
- Current CPR and First Aid Certification required.
- Clear Child Abuse Registry Check and Criminal Background Check.
- Supervisory or management experience an asset.

SKILLS AND SPECIFICATIONS

- Strong initiative, self-motivation, and the ability to work independently.
- Sound written and verbal communication skills.
- Caring, nurturing, trustworthy authority figure.
- Excellent interpersonal and motivation skills.
- Demonstrated ability to assess student services, utilizing results to improve service and program delivery.
- Ability to coordinate and assess programs, assist in institutional retention efforts, and cultivate relationships with students, faculty, and staff.

HOW TO APPLY

If you would like to join us, tell us about yourself! Submit a cover letter, highlighting your personality and fit for the role, and resume directly to People Services at peopleservices@rwb.org. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The Royal Winnipeg Ballet is committed to providing accessible employment while ensuring our recruitment process is barrier free. Accommodations are available upon request for candidates participating in all aspects of the assessment and selection process. Requests for accommodation can be sent to peopleservices@rwb.org.

Closing Date: Open until filled.

As part of the Royal Winnipeg Ballet hiring process, successful candidates will be required to submit a satisfactory Criminal Background Check and Child Abuse Registry Check.