



EMPLOYMENT OPPORTUNITY

Field Placement Coordinator

Internal / External Posting

11 Month Contract

About FNTI (First Nations Technical Institute)

Since establishment in 1985, over 4000 students have graduated successfully from FNTI with certificates, diplomas and degrees, granted in partnership with Ontario's Colleges and Universities. An Indigenous post-secondary institution, FNTI offers programs targeted at Indigenous learners across a wide range of post-secondary disciplines including aviation, health, human services, justice, and public administration. FNTI delivers programming locally in Tyendinaga Mohawk Territory on Ontario's beautiful Bay of Quinte, as well as in numerous community locations throughout Ontario.

Description:

Under the direction of the Program Manager, the Field Placement Coordinator is responsible for coordinating field placements for students in all post-secondary programs in cooperation with Faculty.

The Placement Coordinator will provide support to students in work experience by assisting students in the planning and preparation of field placements as required by their individual post-secondary program.

The Placement Coordinator will contribute to the ongoing development and implementation of a Field Placement Program for FNTI students, in collaboration with FNTI Administration, Faculty and Partners and will be responsible for the development and maintenance of a database of appropriate employer and commercial/industrial contacts and student placements.

The Placement Coordinator will demonstrate excellent communication and customer service skills in dealing with internal and external contacts.

The Placement Coordinator will support the strategic priorities of the institute while adhering to the Values, Mission and Vision.

Responsibilities:

- Designing, implementing and participating in student work- readiness programs including resume writing, interview preparation workshops, and other related activities in cooperation with the Faculty.
- Preparing, revising and providing relevant documentation for faculty, students, and placement agencies as advised by the Program Manager
- Ensuring student eligibility to Placement courses including Academic pre-requisites and college forms including but not limited to WSIB, confidentiality waivers, Vulnerable Sector Screening, Health Records, CPR/First Aid.
- Guiding students requiring academic assistance and or counselling services to Faculty and Student Success Supports as required.
- Customizing student/employer matches by interviewing students to assist them with choosing the most suitable placement with Faculty approval.
- Monitoring students in field placement settings to follow progression and support student success.
- Resolving promptly any field placement agency and student issues and concerns, providing direction to the appropriate faculty member for further clarification/action regarding field placement issues.
- Preparing written summaries of students' performance.
- Developing and maintaining student placement files/records.
- Contacting agencies to confirm specific requirements and availability for student placement and providing documentation relevant to the placement.
- Organizing field placement orientation sessions with the student and placement agency, for all students in the related Post- Secondary programs
- Corresponding with placement agencies on a weekly basis to follow student progression and ensure student success, ensuring documentation is completed as required, and to arrange on-site visitations.
- Compiling and sharing student experiences and student & employer recommendations, or endorsements, regarding their work experience.

- Assisting with other parts of the Field Placement program as required.
- Assisting in the preparation of Placement course outlines and other required documentation for each program.
- File Management i.e. resources, course materials.
- Acting as a resource for students.
- Responding promptly and courteously to inquiries and addressing problems and concerns from students and employment partners.
- Directing sensitive issues accordingly to the FNTI Administration and Faculty, in a prompt and effective manner.
- Providing program information including details regarding the various aspects of placement.
- Providing clarity to students and the public regarding information surrounding program requirements.
- Preparing reports for Management and FNTI Administration.
- Attending meetings as required.
- Informing of trends/best practices in the program. Advising of relevant issues from faculty, field placement agencies and students for program adoption of procedures and policies.
- Participating at curriculum and program advisory and promotion meetings.
- Facilitating simulations, cases, role-playing, and all other needs as dictated by the Program, Faculty and/or field placement agency.
- Other duties as required.

Qualifications:

- A minimum of two-year diploma or certificate in a relevant field or related; or a combination of education, training and experience which FNTI deems to be equivalent.
- Experience in an Indigenous educational setting is an asset.
- Preference will be given to candidates with certification or designation in employment counselling working with diverse clients.
- Knowledge of FIPPA (Freedom of Information and Protection of Privacy Act).
- Excellent communication & interpersonal skills.
- Excellent organizational skills and time management skills to meet tight deadlines.
- Ability to use sound judgement and discretion, with strong problem-solving skills.
- Proficiency in MS Office, O365, Internet and other web-based systems.
- Ability to work independently with excellent verbal and written communication skills.
- A valid driver's license and clear drivers abstract.

Conditions of employment which must be met by the successful candidate:

- A satisfactory CPIC and vulnerable sector check must be met
- A valid Class G driver's licence

All qualified applicants are welcome to apply, however FNTI provides preference to those applicants with Indigenous ancestry who self-identify.

Please submit your cover letter, resume, and two references by September 5, 2023 to:

Samantha Souliere, HR Manager

Email: HR@fnti.net

FNTI is committed to creating an accessible and inclusive organization. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code (OHRC), applicants may request accommodation related to the protected grounds at any stage of the hiring process.

Thank you for your interest with FNTI. Only those selected for an interview will be contacted.