

## Navigation Coach (Term)

### Corporate Solutions-Indigenous Strategy and Business Development

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

An eligibility list may be created for similar casual, part-time, full-time, and term positions

### DUTIES

RRC Polytech's Interlake Regional Campus Interlake/Fisher River is seeking a Navigation Coach, one part-time term position located at the Verna J. Kirkness Centre in Fisher River, MB. The Navigation Coach provides a first point of contact and coordinates the wrap around services and holistic counselling of students in the Intro to Trades Program. This position assists in the recruitment, assessment and application process for potential students and collaborates with staff in the coordination and delivery of the program's information sessions and events. The Navigation Coach prepares and maintains accurate and up-to-date confidential student files and case records, program files, spreadsheets and administrative records. This position coordinates the program's wrap around supports including meal program, liaises with Elders and Knowledge Keepers to schedule cultural supports and activities. This position requires meetings with students on an ongoing basis to assess their progress, promotes work-ready behaviours and addresses absenteeism by using appropriate administrative processes. Other activities include consultation with RRC Polytech Student Services to review and address student needs, maintains a network of community resources and personal support service providers, community members and funding agencies, providing advocacy, and collaboration with both the internal college community and external communities.

### REQUIRED QUALIFICATIONS

- A University degree in Indigenous Studies, Community Development, or Social Sciences. A equivalent combination of education and experience may be considered
- Self-identified as an Indigenous/Aboriginal person with lived experience
- Experience working directly with Indigenous learners in the provision of assessment using a case management approach to provide timely and appropriate supports, resources and referral(s)
- Experience and understanding of working with consultative approaches processes and systems within a post-secondary environment or community-based organization
- Experience with planning and implementing learner-based and culturally appropriate such as Indigenous cultural activities, orientations, and events
- Demonstrated experience working in a collaborative model with Indigenous communities, education authorities, councils, and service providers
- Experience and knowledge of developing and maintaining data collection and reporting systems
- Proficient in the use of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, MS Teams) and ability to adapt to new technologies
- Demonstrated excellent verbal communication skills
- Demonstrated excellent written communication skills
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

### ASSETS

- Ability to speak an Indigenous language

### CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to travel
- Incumbent must provide a current and satisfactory Criminal Records Check, including a Vulnerable Persons Sector Check
- A valid Manitoba Drivers License and access to an automobile
- This position may be required to work throughout the academic year including the summer months

RRC Polytech campuses are located on original lands of Anishinaabe, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

### COMPETITION NUMBER

2022-047

### CLOSING DATE

July 5, 2022

### SALARY

\$22.96 - \$31.40 hourly

### POSITION LOCATION

Peguis-Fisher River Campus  
(190km outside of Winnipeg, MB)

### POSITION TYPE

Part-Time, Term Position Available  
Anticipated up to December 31, 2022  
Possibility of Extension

### APPLY BY EMAIL TO

humanresources@rrc.ca

Red River College Polytechnic is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected, and supported. The College seeks to increase diversity among its community members and welcomes applications from women, Indigenous persons, racialized persons, persons with disabilities, persons of all sexual and gender identities and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.



Red River College Polytechnic is committed to providing accessible employment, and ensuring that our recruitment, assessment, and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit [rrc.ca/hr](http://rrc.ca/hr)