CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

EMPLOYMENT OPPORTUNITY

INDIGENOUS STUDENT ADVOCATE – FT

PROGRAM AREA: EDUCATION SERVICES
POSITION TITLE: INDIGENOUS STUDENT ADVOCATE
REPORTING PROTOCOL: REPORTS TO THE HILLSIDE PRINCIPAL OR DESIGNATE

POSITION SUMMARY: The Indigenous Student Advocate is a member of the Kettle and Stony Point Student Advocacy team. The mandate of this team is to improve secondary school retention and graduation rates. The Indigenous Student Advocate is under the direct supervision of the Indigenous Lead. The Student Advocacy program is a division of the Kettle and Stony Point First Nations Education Services, working under the direction of the Director of Education. The Indigenous Student Advocate will work with students who are members of Kettle and Stony Point attending secondary schools.

EDUCATIONAL SUPPORT

- Assist Kettle and Stony Point students with obtaining necessary supports for academic and personal excellence through collaboration with the schools and their staff, internal organizations within Kettle and Stony Point, and external organizations;
- Support initiatives to increase knowledge and awareness of culturally relevant understandings.
- Provide culturally specific information and materials to teachers, school personnel and non-Indigenous students;
- Deliver or integrate Indigenous arts, crafts, teachings, and language into lessons to students, under the direction of the classroom teacher;
- Promote and support special services offered by Lambton Kent District School Board to all students;
- Participate in the Kettle and Stony Point after-school programs to assist students with their homework;
- Plan, organize, or assist with workshops, special events, or training opportunities.

COUNSELLING

- Provide support and assistance to Kettle and Stony Point students as directed by the Indigenous Lead;
- Assist students with developing their educational goals, such as career goals, transition support, post-secondary applications, and funding applications;
- Meet with parents and school officials on behalf of students as needed;
- Identify at-risk students from Kettle and Stony Point First Nation;
- Recommend additional support for students who are at-risk.
- Participate in discussions to address student barriers, to ensure overall success of all students.

ADMINISTRATIVE

- Maintain accurate records on student progress, behavior, and other documents as required by Kettle and Stony Point Education Services;
- Attend school staff meetings as requested by the Indigenous Lead;
- Attend Education Committee meetings, Student Success Team meetings, and/or First Nation Council meetings as requested by the Indigenous Lead;
- Provide written monthly reports for the Indigenous Lead, Director of Education, and/or Education Committee;

▪ Notify the Kettle and Stony Point First Nation Indigenous Lead of incidents for investigation and follow-up; provide a written incident report if witnessed;
▪ Complete and submit timesheets to the Indigenous Lead on a bi-weekly basis according to Kettle and Stony Point payroll schedule;
▪ Adhere to the Employment Manual of the Chippewas of Kettle and Stony Point First Nation.

RESEARCH AND DEVELOPMENT
▪ Provide culturally relevant information in Indigenous Studies courses and language courses;
▪ Research relevant First Nation topics, information, and events for use in the classroom to support the Kettle and Stony Point students;
▪ Obtain speakers and other resources on topics of interest as requested by classroom teachers.
▪ Identify barriers to student success and communicate these barriers to the Indigenous Lead;

EDUCATION/PROFESSIONAL REQUIREMENTS:
- Minimum of Grade 12 diploma.
- Degree or diploma in Social Services field preferred.
- Experience in social services field, including work with youth preferred.
- Proficiency with computer software including MS Word and internet with email.
- Strong interpersonal and communication skills.
- Ability to maintain positive professional rapport with secondary students, parents/guardians, and school staff.
- Ability to work with First Nation students in a dynamic environment.
- Knowledge and understanding of Anishinaabe culture.
- Recent clear CPIC and Child Abuse Registry Check.

PREFERENTIAL HIRING REQUIREMENTS:
- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma and other related certificates
- Applicants must consent to a full background check upon successful interview.

PLEASE SUBMIT YOUR COVER LETTER AND DETAILED RESUME
BY CLOSING DATE – November 20, 2026

TO: Chippewas of Kettle & Stony Point First Nation,
Enter on the email subject line ATTN: HR – Indigenous Student Advocate
Email to: HR.Kevin.Koniecki@kettlepoint.org
Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1
Fax: 519-786-2108

A full Job Description is available: contact HR.Kevin.Koniecki@kettlepoint.org
Interviews will be scheduled shortly after the closing date.

ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT