Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.

Job Title: Student Wellbeing Advisor, Learners Early Access Program (LEAP)
Staff Bargaining Unit

Position Status: Permanent, Full-Time (35 hrs/week) OSSTF

Department: Student Success & Wellbeing

Supervision Received: Manager, Student Wellbeing

Supervision Exercised: Student Assistants (if applicable)

Location: Greater Toronto Area (GTA), ON

### PRIMARY FUNCTIONS:

<table>
<thead>
<tr>
<th>A. Program Coordination</th>
<th>40%</th>
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</thead>
<tbody>
<tr>
<td>B. Student Success Support &amp; Community Outreach</td>
<td>40%</td>
</tr>
<tr>
<td>C. Other Duties</td>
<td>20%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

As part of Algoma University’s ongoing commitment to Indigenization, decolonization, equity, diversity, and inclusion, the institution is seeking a Student Wellbeing Advisor, Learners Early Access Program (LEAP) who is passionate about leading initiatives that break down barriers and provide accessibility and pathways for traditionally underrepresented and marginalized learners. Working in partnership with the local school boards, the University is excited to launch this early access program designed to initiate a structural and systemic change in academic program delivery and create a positive social impact.

Reporting to the Manager, Student Wellbeing, the Student Wellbeing Advisor will collaborate
to support students in Algoma University’s Learners Early Access Program (LEAP) at the Brampton campus. The incumbent will be responsible for the coordination, development, implementation, and evaluation of a holistic student wellness framework designed to meet the needs of Indigenous, Black, 2SLGBTQQIPA+ persons, and underrepresented students in LEAP. The Student Wellbeing Advisor, LEAP will assist in ensuring the culturally safe execution of prevention, training, and support services with a cross-culturally informed approach to wellness, sexual, gender-based, and intimate partner violence, and sexual and street harassment from a diverse, culturally-informed lens. The incumbent will also participate in the development of strategic plans, goals, and measurable objectives for wellness support and violence prevention.

**RESPONSIBILITIES:**

**A. Program Coordination (40%)**

- Support the development of strategic plans, goals, and measurable objectives for prevention programs and services designed for Indigenous, Black, and underrepresented students in Algoma LEAP.
- Implement, evaluate, and ensure a Response Task Force to assist students experiencing crisis.
- Support the development of objectives and activities based on departmental goals, including both short- and long-range education and outreach plans.
- Plan, implement, and evaluate theory and evidence-informed support and prevention strategies for Indigenous, Black, and underrepresented learners from diverse backgrounds with diverse spiritual, linguistic, and cultural needs.
- Perform office-related tasks related to outreach efforts and planning for wellness support and prevention programs for Sexual Violence Response (SVR), including maintaining records and evaluation-related data entry.
- Support the creation of cross-cultural training education and training programs for students.
- Coordinate and develop community-based direct support and prevention programming directed at the prevention of sexual and intimate partner violence, in collaboration with relevant internal departments, including the department of Equity, Diversity & Inclusion, student leaders, and community partners.
- Create workshops and training for restorative justice practice related to sexualized violence, harm, and trauma.
- Develop peer mentoring programming in collaboration with the Mental Health and Wellness Coordinator(s).
- Provide general program support including training and awareness programs and peer leadership programs.

**B. Student Success Support & Community Outreach (40%)**
● Provide individual support, referrals, and guidance for reporting, procedures, and policy.
● Support students and the Student Success team members when working with Indigenous, Black, and underrepresented students who require escalated mental health and wellness referrals.
● Assist the Wellness team in coordinating the planning, curriculum, implementation, logistics, and evaluation for SVR.
● Collaborate with key members of the Algoma University community, both internal and external, on all campuses.
● Coordinate student-driven, institution-wide events or educational programs (e.g., Sexual Assault Awareness Month, Relationship Violence Awareness Month, NO More, etc.), and provide technical support or training to student organizations that participate in the planning of these activities.
● Participate in university and community committees and task forces as needed.
● Collaborate with key members of the Algoma University community to develop a comprehensive, multidisciplinary approach to violence prevention for students.
● Maintain and develop a network of contacts and actively seek out and participate in professional development activities to keep current on best practices, and research literature pertinent to the field.
● Research best practice models of sexual violence prevention strategies with secondary school-aged populations from diverse backgrounds including Indigenous, Black, and racialized persons.

C. Other Duties (20%)

● Manage records, and prepare memos, proposals, reports, papers, and presentation materials.
● Assist with budgeting, forecasting, and grant support.
● Other duties, as assigned, which will align with the growth and development of Student Success & Wellbeing.

WORKING CONDITIONS:

<table>
<thead>
<tr>
<th>Physical Effort</th>
<th>Moderate</th>
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<tbody>
<tr>
<td>Sustained periods of sitting &amp; keyboarding; set-up and take-down of student events/activities, including the possibility of lifting, may be required</td>
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</table>

<table>
<thead>
<tr>
<th>Physical Environment</th>
<th>Moderate</th>
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</thead>
<tbody>
<tr>
<td>Regularly work with disagreeable clients and may need to engage in nonviolent crisis intervention</td>
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</tbody>
</table>
Sensory Attention  

Considerable  
Front line service demands with a limited level of control and frequent interruptions that may cause backtracking to resume interrupted work; requirement to support students in crisis; high need for detailed and precise work; frequent need to concentrate for lengthy periods of time in order to interpret student needs (e.g. crisis intervention)

Mental Stress  

Considerable  
Ability to assess and prioritize the needs of students in a front-line, client service, multi-tasking, and fasted-paced environment; deadlines and student needs requiring immediate attention are often conflicting; sensitivity for students with various emotional, personal, and social issues/concerns/needs; sensitivity for students with various cultural and language issues/barriers; evening and weekend hours are frequently required; high pressure to meet deadlines and ensure accountability of student records

MINIMUM QUALIFICATIONS

- Undergraduate degree in Social Work, Psychology or a related field, a minimum of two (2) years of experience working with secondary or post-secondary students, including those of underrepresented, racialized, and marginalized backgrounds, and students who identify as First Nations, Métis, or Inuit, and a minimum of two (2) years of practical experience in the field of sexual violence support, training, and education, or an equivalent combination education and experience, is required.
- Minimum one (1) certification(s) in Mental Health response training (e.g. nonviolent crisis intervention training, ASIST, MHFA, SafeTalk, or equivalent) is required.
- Sound knowledge and understanding of relevant legislation (e.g. Human Rights Code, Sexual Violence and Harassment Action Plan Act [Bill 132], and privacy guidelines [PHIPA/FIPPA]) is required.
- Restorative Justice Practice experience and/or certification is considered an asset.
- Knowledge of Google Suite applications and student records systems is considered an asset.
- Demonstrated ability to assess student needs (social, emotional, academic).
- Demonstrated ability to work both independently and as an effective team member.
- Understanding of, and ability to uphold, strict confidentiality.
- Excellent written, presentation, and communication skills.
- Excellent interpersonal and relationship skills.
- Excellent organizational and prioritization skills.
- Ability to balance competing priorities in a dynamic fast-paced environment with multiple interruptions.
- Vulnerable Police Sector check is required.

**Salary Scale:** $58,996 to $73,745 annually

Please submit a resume and cover letter (combined PDF) to people.culture@algomau.ca no later than 4:00 p.m. on July 28, 2023

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.