

<b>Job Title:</b>	Counselor	<b>Job Category:</b>	Ntamtqen snma?maya?tn
<b>Department/Group:</b>	Band School	<b>Job Code/ Req#:</b>	6300
<b>Location:</b>	1416 Hwy 3 Cawston B.C.	<b>Travel Required:</b>	N/A
<b>Salary Range:</b>	\$30.00 per hr.	<b>Position Type:</b>	Part-Time
<b>HR Contact:</b>	Diane Wood	<b>Date posted:</b>	April 9, 2026
<b>Will Train Applicant(s):</b>	N/A	<b>Posting Expires:</b>	Until filled

**Resumes & Cover Letter accepted by:**

<p>E-mail: <a href="mailto:diane.wood@lsib.net">diane.wood@lsib.net</a></p> <p>Attention: Diane Wood</p>	<p><b>Mail: Lower Similkameen Indian Band</b></p> <p>Box 100 Keremeos, BC V0X 1N0</p> <p>Attn: Diane Wood</p>
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**LOWER SIMILKAMEEN INDIAN BAND  
COUNSELOR**

**PROGRAM**

The Ntamtqen snma?maya?tn School offers elementary grades (full-time kindergarten to grade seven), with a vision of combining tradition with the tactics of modern education in order to provide our children with an encompassing future. We believe the union of Aboriginal tradition and academic excellence can live in one house in harmony for the betterment of all.

The Lower Similkameen Indian Band recognizes the value placed on lifelong learning and will strive to incorporate a multi-generational approach as part of the learning.

**PURPOSE OF THE POSITION**

School counselors help students develop academically, socially, and emotionally.

**SUPERVISION RECEIVED**

The School Counselor operates under the direct supervision of the Principal.

**SUPERVISION EXERCISED**

The School Counselor does not supervise employees.

## **DUTIES AND RESPONSIBILITIES**

- Carries out other duties essential to the position as directed by the Principal;
- Monitor academic progress and identify learning challenges
- Collaborate with teachers and parents to support student success
- Provide one-on-one and group counseling sessions
- Help students manage stress, anxiety, bullying, or family issues
- Teach coping skills and conflict resolution
- Respond to emergencies (e.g., mental health crises, abuse concerns)
- Work with school staff and external professionals when needed
- Ensure student safety and well-being
- Design and implement school counseling programs
- Maintain student records and confidentiality
- Prepare reports and track student progress
- Follow school policies and ethical guidelines

## **FINANCIAL RESPONSIBILITY**

The Band School Counselor does not have financial responsibility.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree (minimum), often in psychology or education
- Master's degree in school counseling (commonly required)
- Certification/licensure depending on region
- Strong communication, empathy, and problem-solving skills

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Active listening
- Emotional intelligence
- Organization and time management
- Cultural awareness
- Confidentiality and ethics

## **OTHER FACTORS**

### **Culture/Language**

Respect for and working knowledge of the Syilx culture.

## **Personal Attributes**

- Empathetic and understanding toward students' emotions and experiences
- Strong communication skills, including active listening and clear expression
- Approachable and supportive, creating a safe environment for students
- High emotional intelligence and self-awareness
- Effective problem-solving and critical thinking abilities
- Maintains confidentiality and demonstrates strong ethical standards
- Patient and calm when handling sensitive or challenging situations
- Culturally aware and respectful of diverse backgrounds
- Well-organized and able to manage multiple responsibilities
- Resilient and able to cope with stress while staying professional

## **WORKING CONDITIONS**

- Lifting (approximately 50 lbs);
- Climbing (stairs, etc.);
- Bending or stooping;
- Extended periods of standing or walking;
- Work in inclement weather conditions;
- Potential for conflict from students, families, the public, or Band members;
- May be required to attend meetings and community events outside of normal office hours and may be required to travel out of town for meetings.

## **Time Management**

Frequently encounters emergencies and potentially stressful situations.

## **COMPETENCIES**

### **Core Competencies**

Respect/Collaboration

Trust & Honesty/Building Trust

Compassion

Accountability/Taking Initiative

### **Education Focused Competencies**

Planning, Organizing and Coordinating

Conflict Management

Customer Service

Delivering Results (Productivity and Personal Growth)

Functional Knowledge and Skills

Teamwork and Co-operation

Communication (Written and Oral)

Technology

## **COMPETENCIES DEFINED**

### **CORE COMPETENCIES**

#### **Respect/Collaboration**

**RESPECT:** Treats all people with dignity, respect, and fairness. Resolves interpersonal conflicts constructively. Shares time, energy, and knowledge with others to ensure they can succeed. **INCLUSIVENESS:** Demonstrates awareness and respect of cultural and individual values. Appreciates and leverages the strengths of others to accomplish goals, regardless of background. Listens to ideas from others, even when different from their own. Is careful to ensure all sides are heard before reaching a conclusion.

#### **Trust & Honesty/Building Trust**

**HONEST:** Behaves and expresses oneself in an open and honest manner. Is consistent in word and actions. Tells the truth even when it is difficult. Shares information accurately, completely, and appropriately.

**COMMITTED:** Follows through on assignments and commitments. Supports LSIB goals and initiatives. Adheres to all policies and procedures.

**Compassion** genuinely cares about people; is concerned with their problems; is available and ready to help; demonstrates real empathy with the joys and pains of others.

**Accountability/Taking Initiative:** Responds appropriately on one's own to improve outcomes, processes, or measurements. Assumes responsibility and leadership when asked. Accomplishes goals independently, with little need for supervision. Takes ownership and accountability for own performance. Seeks out and/or accepts additional responsibilities in the context of the job. Identifies problems, obstacles or opportunities and takes appropriate action to address current or future problems or opportunities. Proactively doing things and not simply thinking about future actions.

### **EDUCATION FOCUSED COMPETENCIES**

**Planning, Organizing and Coordinating** involves proactively planning, establishing priorities, and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

**Conflict Management** is the ability to develop working relationships that facilitate the prevention and/or resolution of conflicts within the organization.

**Customer Service** is the ability to anticipate and meet the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement. Understanding and meeting the needs of clients (clients are individuals or groups who use the department's services).

**Delivering Results (Productivity and Personal Growth)** Strives to consistently achieve excellence in all tasks and goals. Maintains focus and perseveres in the face of obstacles. Uses time efficiently and responds quickly and constructively when confronted with challenges. Prioritizes tasks based on importance. Ensures job knowledge and skills are current and valuable. Receptive to feedback.

**Functional Knowledge and Skills** Demonstrates skills and knowledge relevant to one's own function or work group. Applies current best practices in discipline or specialty area. Stays aware of major developments in the discipline or specialty area. Recognized by customers and team members for functional knowledge and skills.

**Teamwork and Co-operation** is the ability to work co-operatively within diverse teams, work groups, and across the organization to achieve group and organizational goals.

**Communication (Written and Oral):** Provides regular, consistent, and meaningful information. Listens carefully to others and ensures the message is understood. Ensures important matters are shared with all appropriate parties. Communicates in a clear and concise manner. Uses appropriate grammar, pronunciation, and tone to enhance understanding. Demonstrates professionalism through body language, including eye contact and posture. Tailors communication style to the needs of the recipient.

**Technology** is the ability to accurately and thoroughly utilize office technology and to demonstrate practical knowledge of information management, email management, and privacy protection issues

**\*\*LSIB would like to thank all applicants, but only those who are shortlisted will be contacted\*\***