



Position Posting

Position Title: Live in Dorm Parent

Competition Number:12162020

We are currently looking for someone to complete the Boarding Team. Brookes Westshore strives to support its boarders' academic, social, cultural and personal growth within a safe and inclusive community where boarders experience a sense of welcome, belonging, value and respect. Central to this is the development of mutual understanding, respect and responsibility in a supportive community that promotes understanding across different cultural, linguistic, and national backgrounds. Boarding staff play a key role in the lives of our boarding students.

Compensation and Benefits: \$20,640 over the school year (10 months) inclusive of all hours worked and statutory holidays.

- Accommodation of unfurnished bachelor suite that includes heat, hydro, hot water, laundry and wifi
- Taxable meal benefit
- Eligibility to participate in our Extended Health Benefit plan after successful completion of 3-month probationary period
- Do know that House Parents are off duty during Spring break and Summer break.
- On the job training and cross training into other areas of the school

Job Summary

Primary Job Objective as a Dorm Parent:

Dorm parents are responsible for ensuring students live in a safe and stable environment, offering assistance to both students and staff through effective facilitation of day-to-day activities. Dorm parents will be part of a specific team while on duty, and as part of an overall larger residence staff team.

Responsibilities

- Ensuring effective implementation of an orientation program for new Boarders
- Providing care that ensures each student is receiving one/one contact on a weekly basis to make sure the student is emotionally and academically stable, birthdays and special events are celebrated, and the dorm is made to feel like a home
- Building a rapport with residents to help facilitate open lines of communication for questions, problems, and concerns
- Ensuring overall student needs are met including health, social well-being, behaviour management, and emotional support
- Supervising evening curfews and morning wakeup procedures and following Lock up and Lights out procedures
- Be available during the night in case of emergencies
- Advocating for students' best interests by maintaining liaison with parents, agents, and teachers when required
- Consistently acting as a mentor, supervisor and a positive role model for all students
- Being an active listener for students experiencing academic and/or personal difficulties
- Working with students to develop a sense of respect for self, others and community
- Dealing with first level behaviour issues/consequences
- Ensuring that all of the students in their care are aware of the school's safety rules and emergency procedures, (fire, earthquake, medical emergency, lock down, and shutting down gas and water supplies)
- Holding weekly meeting with all students in their House to review announcements
- Structuring and fulfilling duties related to students' daily schedule, including support around uniform needs and health needs ie: ensuring proper uniform is worn daily
- Playing a coordinating role in verifying all requests for weekend and holiday leaves and follow appropriate guidelines regarding transportation
- Teaching and promoting life skills

Education, Experience and Skills

- Must complete a Ministry Criminal Record Check
- Diploma in Education, Child & Youth Care or equivalent
- Fluent in Spanish, Mandarin and/or Cantonese an asset
- Leadership experience and experience working in a Boarding School is preferable
- Experience dealing with people, and in particular, adolescents, sensitively, empathetically, tactfully, consistently and professionally at all times
- A Degree in counselling would be considered an asset
- Excellent interpersonal, written and oral communication skills
- Ability to establish priorities, organize, schedule and solve problems and tasks.
- CPR Level C First Aid certification to be obtained within one month of employment
- Class 4 Driver's license would be beneficial

If Brookes Westshore sounds like the type of team you would like to be a member of, please forward your cover letter and resume.

Please provide a cover letter and resume to <https://brookeseducationgroup.easyapply.co>

We thank all applicants for their interest in this position, however only those applicants that are shortlisted will be contacted.