



N'Amerind (London) Friendship Centre

260 Colborne St.

London ON N6B 2S6

Phone (519) 672-0131 Fax (519) 672-0717

POSITION: ALTERNATIVE SECONDARY SCHOOL PROGRAM ASSISTANT

TERM: PERMANENT 35 HOURS/ WEEK

Wage: BASED ON EXPERIENCE AND QUALIFICATIONS

Posting Date: April 15, 2026

Closing Date: 4:00 pm. Wednesday, April 26, 2026

PROGRAM DESCRIPTION:

The Alternative Secondary School Program Assistant (ASSPA) will work in collaboration with the Alternative Secondary School Program Coordinator to ensure the effective delivery of the Program. Together, they will work toward meeting the needs of the urban Indigenous students referred to the program in a culturally appropriate manner. The ASSPA shall operate under the direct supervision of the Alternative Secondary School Program Coordinator.

Qualifications:

- Post-Secondary Education in Indigenous Studies, Social Work, Child and Youth Work or combination of equivalent
- The Candidate will have a minimum of three (3) years of demonstrated and related work experience with youth
- Strong knowledge and awareness of Indigenous culture and history, with emphasis on child welfare, and the impacts of intergenerational trauma and residential schools
- First Aid/CPR and Safe Food Handling certifications, or willingness to obtain
- Strong understand of the Education Act, Child and Family Services Act, with emphasis of impact on Indigenous students
- Experience in program planning and ability to meet deadlines with minimum supervision
- Demonstrates initiative with strong planning and organizational skills
- Ability to work cooperatively in a team environment and share expertise with others
- Knowledge of available Indigenous service resources in the community and surrounding area
- Demonstrated awareness of the lived experiences and needs of the urban Indigenous community
- Excellent oral and written communication, interpersonal, and counselling skills
- Proven, positive, proactive experience in working with people of Indigenous ancestry
- Proficiency in Microsoft Word, Outlook and database programs
- Ability to work under pressure, meet deadlines, and work flexible hours
- Valid driver's license and access to a reliable vehicle

Duties:

- Support the delivery of culturally based programming targeted to Indigenous students working toward their Ontario Secondary School Diploma (OSSD)
- Maintain accurate and up-to-date client files, including ongoing data entry into the program database
- Assist the Program Coordinator with student consultations, intakes, and support planning to ensure individual needs are met
- Contribute to programming that incorporates Indigenous culture, teachings, and languages
- Support the development of strength-based action plans for each student
- Participate in community events, gatherings and outreach activities on an ongoing basis
- Work flexible hours, including evenings or weekends as required
- Attend training sessions and workshops, as identified, to enhance skills and service delivery
- Communicate effectively and professionally with students, staff, and community partners
- Perform other related duties as assigned by the Alternative Secondary School Program Coordinator

INTERESTED APPLICANTS ARE TO SUBMIT A COMPLETE APPLICATION PACKAGE INCLUDING:

- A CV and cover letter in Word or PDF format
- **Two work related references and One-character reference**
- Copies of relevant certificate, diploma, degree

Mail: Executive Director
Re: Alternative Secondary School Program Assistant
N’Amerind (London) Friendship Centre
260 Colborne Street
London, ON N6B 2S6

Email: executive.director@namerind.on.ca
Re: Alternative Secondary School Program Assistant

Fax: (519) 672-0717
Attention: Executive Director
Re: Alternative Secondary School Program Assistant

Note:

- All applications will be screened based on receiving a **COMPLETE APPLICATION PACKAGE**.
- Only those contacted will be granted an interview.
- A registered member of a First Nation as per Section 16 (1) of the Human Rights Act is preferred.
- **All applicants understand and agree that by submitting a job application; at their cost, the successful candidate will be required to submit a clear Vulnerable Sector Police Record Check (Level 3) as a condition of employment.**

Application Deadline: Wednesday, April 29, 2026, at 4:00 pm
Late or incomplete submissions will not be accepted