

# Roles and Responsibilities Survey Report Ontario Native Education Counselling Association 2022

## Introduction

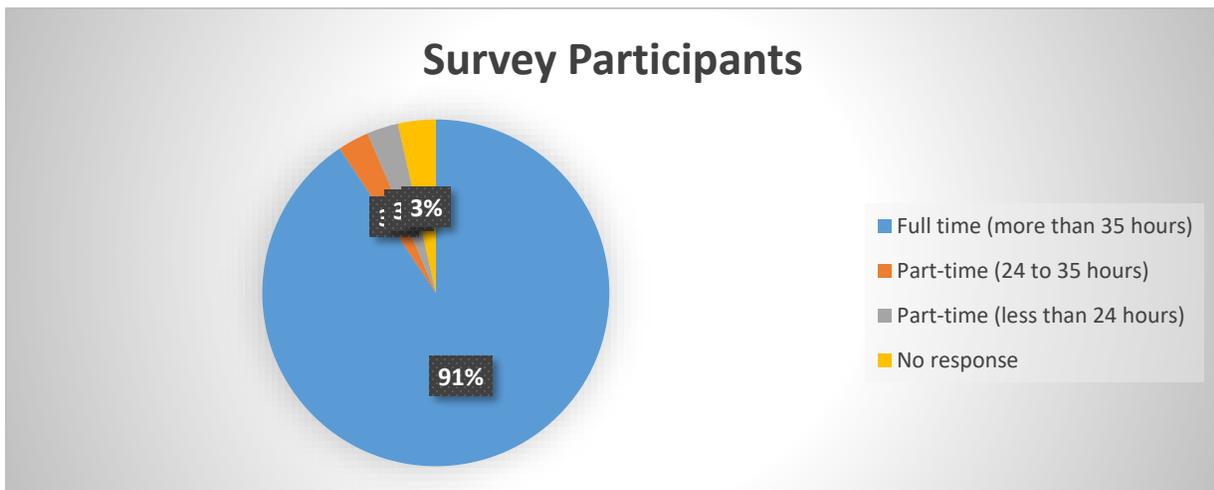
The Ontario Native Education Counselling Association (ONECA) supports its members through creating opportunities for networking and professional development, as well as through the development of resources. In January of 2022, ONECA undertook the design, development and implementation of a survey in order to obtain updated information about the evolving roles and responsibilities of education counsellors within its' membership.

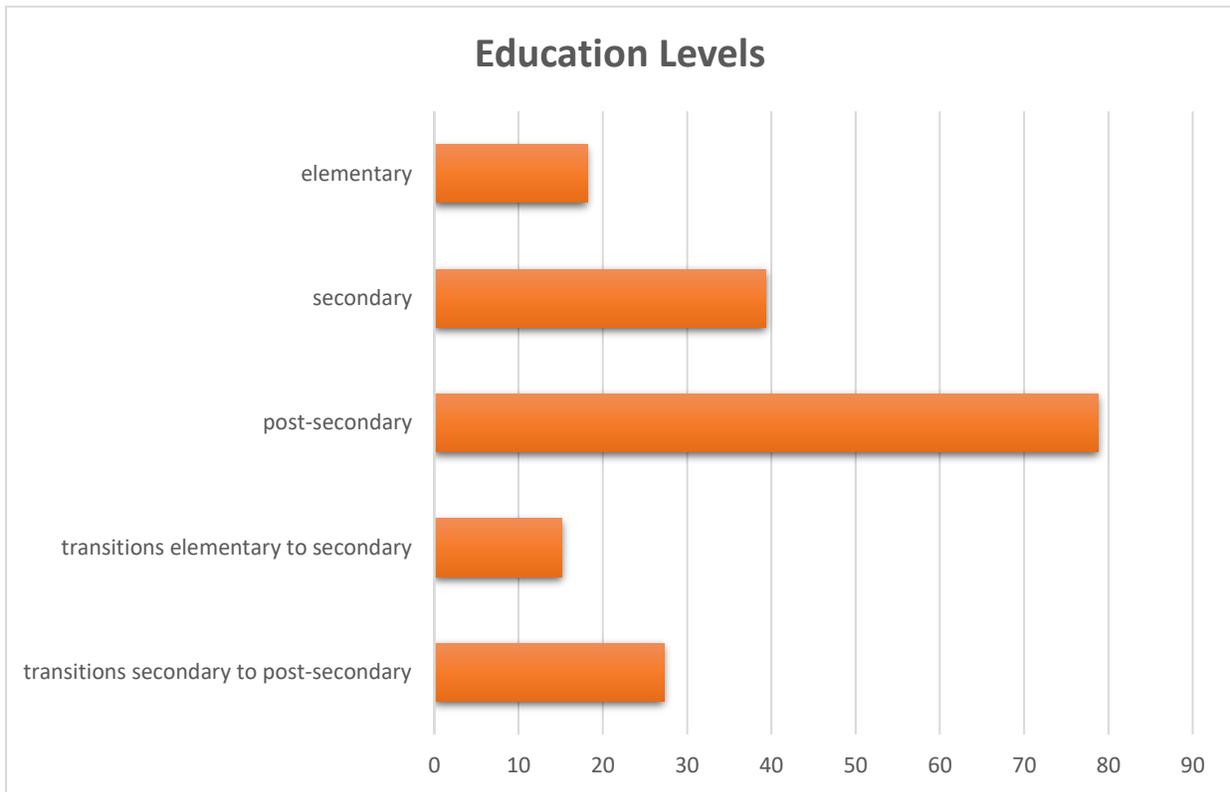
The survey was emailed to all one hundred and twelve (112) of its' current membership and garnered a return of 31% of the membership or thirty-four (34) completed surveys. This report reveals the findings of the survey.

## The Survey Results

### Profile of Survey Respondents

All thirty-four (34) of the completed surveys received were ONECA members. All but one (1) respondent is currently working. Thirty-one (31) respondents are working full-time (35 hours or more), one (1) respondent is working part-time (24 to 35 hours), one (1) respondent is working part-time (less than 24 hours) and one (1) respondent skipped the question.





When asked to identify their current or most recent job title, the survey found there were almost as many job titles as there were survey respondents. The word cloud that follows depicts the words most and least commonly used words in job titles. Coordinator and Education were among the most commonly used words in job titles among survey respondents. Services, Liaison, Navigator and Support Worker were among the least used words in job titles. (The word cloud does not include words used only once or twice.)

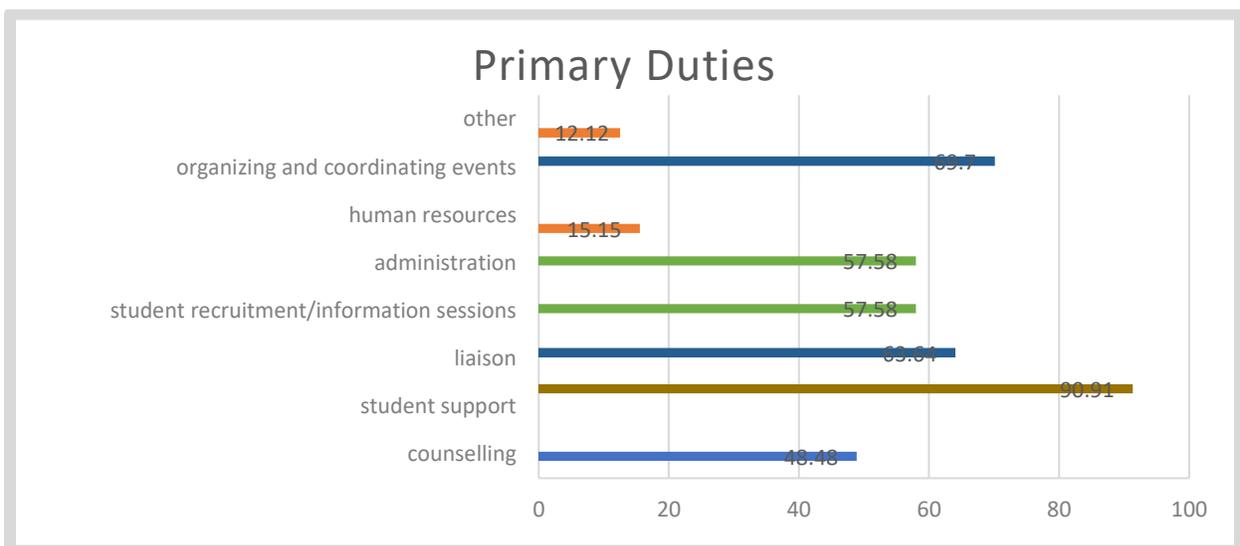
# Counsellor Services Student Liaison Coordinator

## Post-Secondary Education Navigator Indigenous

### Support Worker Post Secondary Manager

The breadth of job titles among survey participants includes:

Post-Secondary Coordinator	Student Success Officer	Administrative Assistant
Indigenous Education Developer	Principal	Guidance Counsellor
Education Liaison	Secondary Student Advocate	Attendance Counsellor
Recruitment and Retention Officer	Manager Indigenous Services	Education Advisor
Post-Secondary Navigator	Manager	Education Systems Navigator, Re-Engagement Coordinator
Post-Secondary Counsellor	Outreach	Recruitment & Liaison
Indigenous Initiatives Coordinator	Native Student Advisor	Education Manager
Indigenous Liaison Coordinator	Post-Secondary Counsellor_	Post-Secondary Support Worker/
Post-Secondary Student Support Worker	Secondary Student Support Worker	Post-Secondary Worker
Special Education Manager	Officer Coordinator, Indigenous Services	Lead Post-Secondary Navigator



Thirty-three (33) respondents or all but one (1) respondent completed the question that reveals primary duties of the survey respondents. The duties garnering the highest responses were:

- ✚ student support; and,
- ✚ organizing and coordinating events.

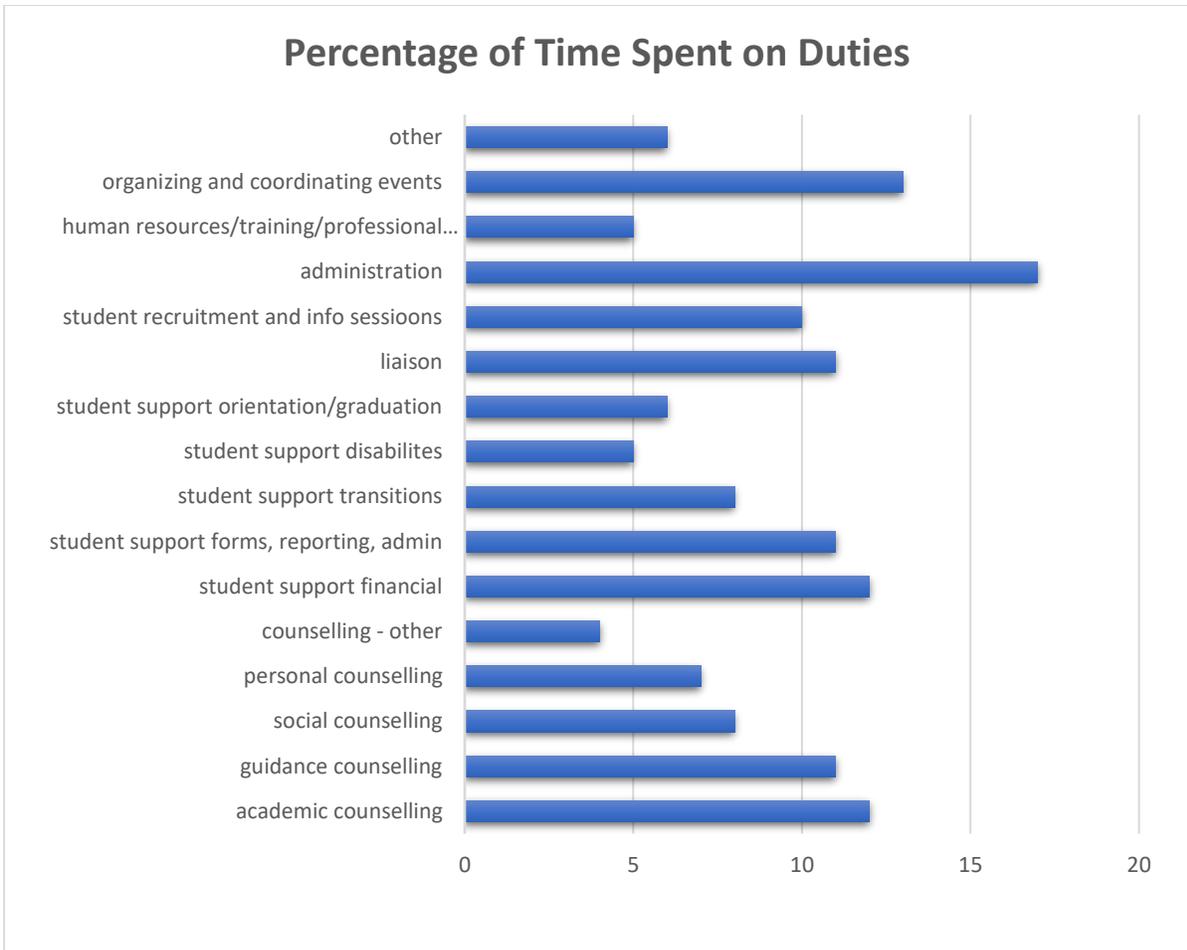
Note: one (1) survey respondent indicated that 80% of their time was spent on organizing and coordinating events.

The next most popular responses to the question of Primary Duties identified the following (listed in descending order) include:

- ✚ Liaison
- ✚ Administration
- ✚ Student recruitment/information sessions
- ✚ Counselling
- ✚ Human resources, and
- ✚ Other.

After further investigation of the category Other, one (1) respondent did not offer an explanation of Other; four (4) survey respondents added these explanations:

- ✚ Developing Indigenous curriculum and PD with university staff/faculty
- ✚ Cultural awareness to non-Native
- ✚ Everything else needed for our students, and
- ✚ Political advocacy.

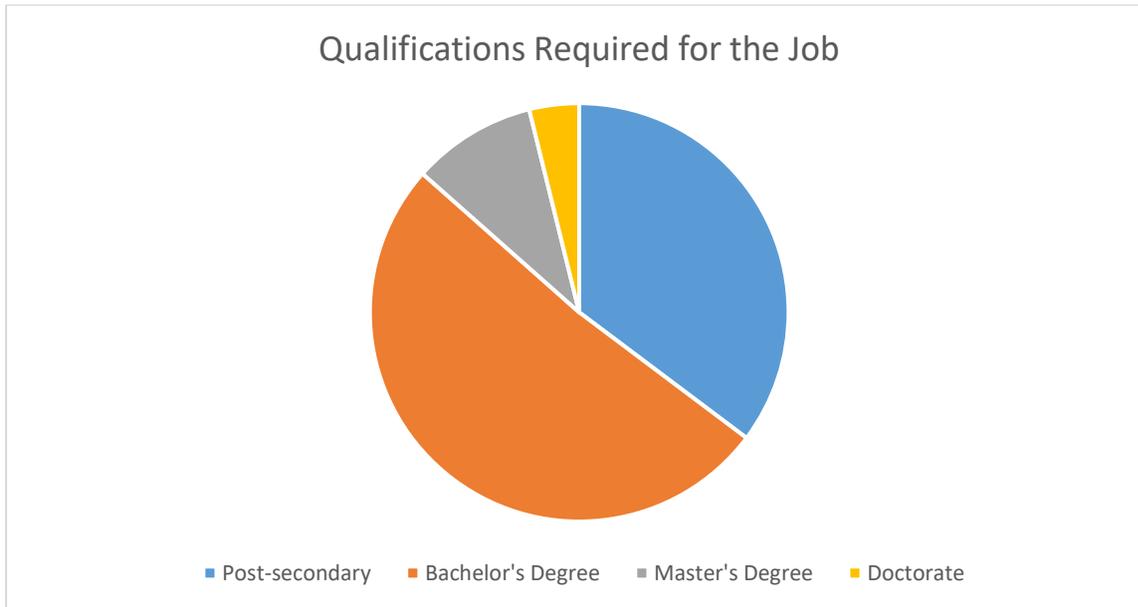


The next survey question asked respondents to reveal the percentage of time spent on the duties listed. Out of thirty-four (34) respondents, twenty-seven (27) responded to the question, while the other seven (7) chose to skip this question. As the chart shows, the greatest amount of time on average spent is on:

- ✚ other (6)
- ✚ administration (17)
- ✚ organizing and coordinating events (13)
- ✚ student support – financial (12), academic counselling (12)
- ✚ counselling – guidance (11)
- ✚ student support – forms, reporting, admin. (11)
- ✚ liaison – community and institutional partners (11)
- ✚ student recruitment and information sessions (10)
- ✚ counselling social (8)
- ✚ student support – transitions (8)
- ✚ counselling – personal (7)
- ✚ student support – orientation/graduation (6)
- ✚ student support - disabilities (5)
- ✚ human resources/training/professional learning (5)
- ✚ counselling – other (4)

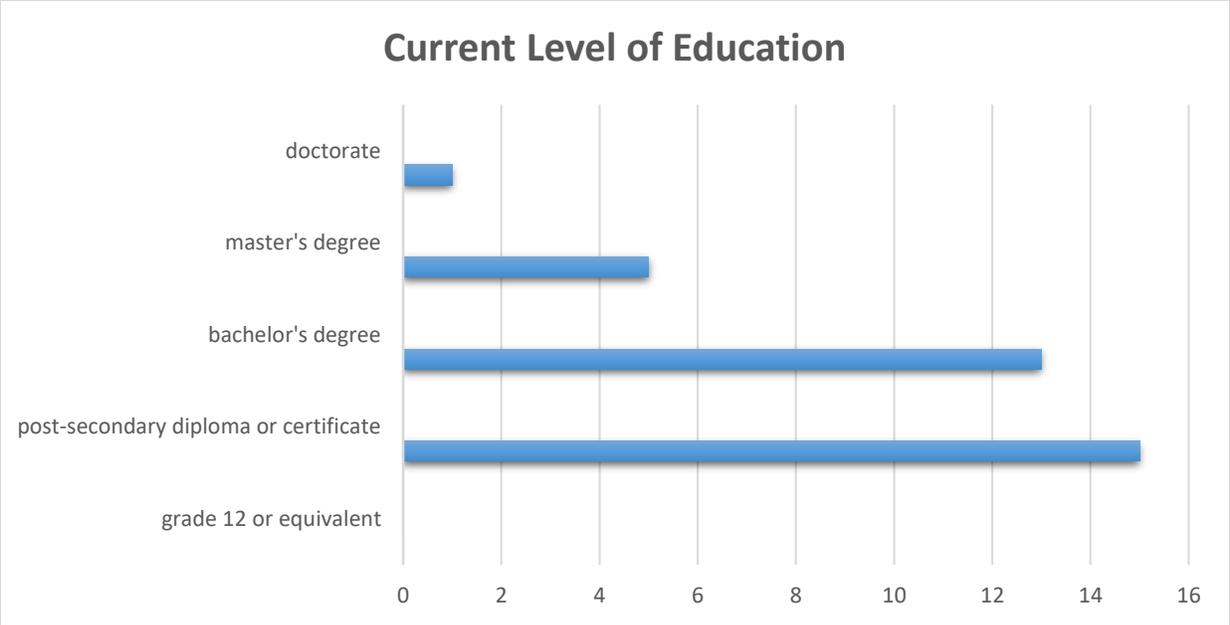
One (1) survey respondent added that 100% of their time was spent on duties other than those in the drop-down list. Eliminating this response changes the average percentage of time spent on other duties from 33% to 5.8%.

## Education, Experience and Salary



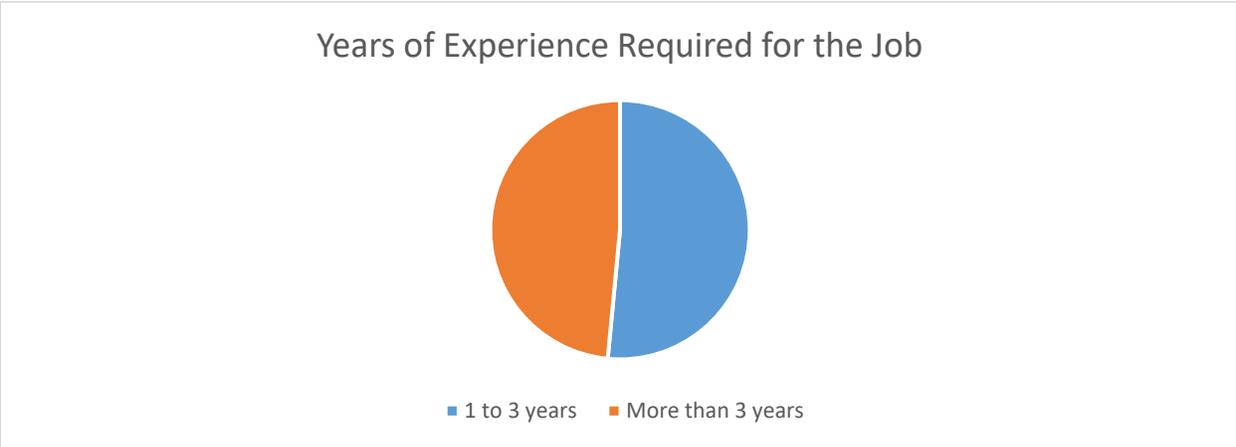
Respondents were asked to identify the level of education required for the current or most recent job. All thirty-four (34) survey respondents answered this question. The majority of respondents revealed that a Bachelor's degree or post-secondary education is required for the job.

- ✦ Sixteen (16) or 47.06% responded that a Bachelor's degree is required for the job.
- ✦ Eleven (11) or 32.35% stated that post-secondary is required for the job.
- ✦ Three (3) respondents or 8.82% checked off the need for a Master's Degree and three (3) checked off post-secondary diploma or certificate as the requirements for the job.
- ✦ One (1) respondent or 2.94% of respondents checked off that a Doctorate is required.



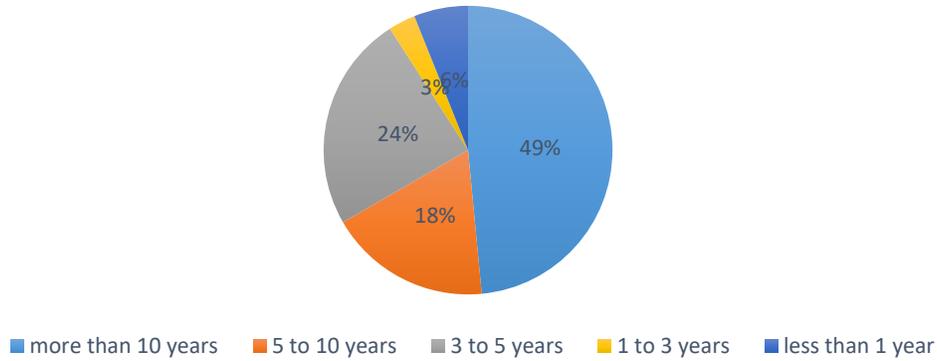
Respondents were then asked to provide feedback on their current level of education. All thirty-four respondents answered this question. As the following chart depicts, most of the survey respondents do not have a university degree.

Forty-four percent (44.12%) of survey respondents hold a post-secondary diploma or certificate. Thirty-eight percent (38.24%) hold a Bachelor’s degree. Fourteen percent (14.71%) of respondents hold a Master’s degree and two percent (2.94%) hold a Doctorate. It is not clear as to if these credentials were obtained prior to accessing the current employment position or if they were obtained after securing their current employment positions.



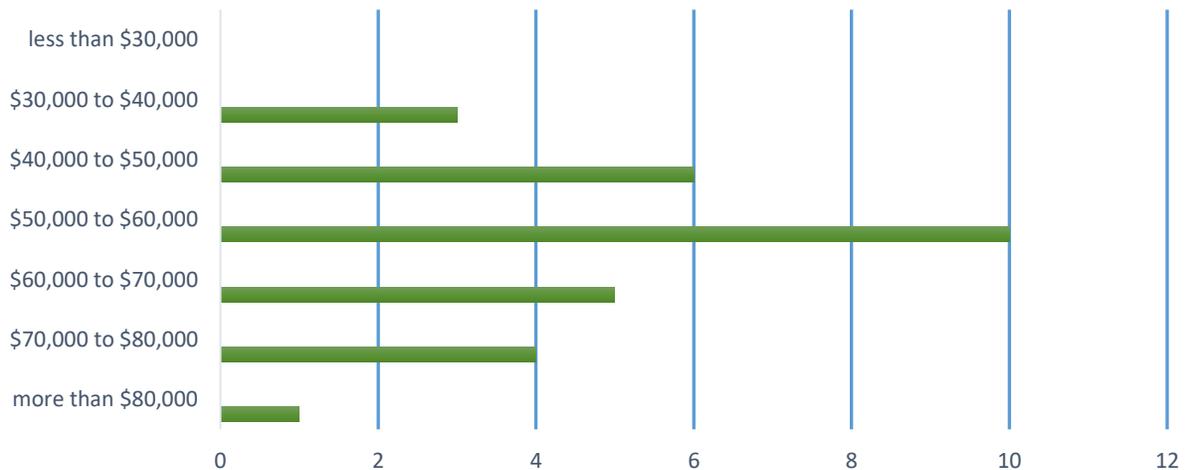
The ONECA roles and responsibilities also asked respondents about the years of work experience required for their current or most recent job. All but one (1) survey respondent answered this question. Seventeen (17) or 51.52% indicated that one to three years experience is required to do the job while and sixteen respondents (16) or 48.48% indicated that more than three years experience is required.

## Years of Experience on the Job



Survey respondents were then asked how much experience do they currently have at their current or most recent role. The survey results revealed that sixteen respondents (16) have more than ten (10) years experience in their current or more recent role. Six (6) have 5 to 10 years of experience, eight (8) have 3 to 5 years of experience, one (1) has 1 to 3 years of experience and two (2) less than 1 year of experience in their current or most recent role.

## Current Salary Range



Finally, survey respondents were asked to provide insight into their current salary levels. Twenty-nine (29) of the thirty-four (34) survey respondents answered this question. The survey revealed that the majority receive a salary within the \$50,000 to \$60,000 range. The chart that follows shows the complete results.

## **Conclusions**

The Ontario Native Education Counselling Association's 2022 Roles and Responsibilities Survey captured a good representative sample of its' membership.

The ONECA membership consists of a range of education positions whose primary roles and responsibilities are to support students and conduct administrative support functions. ONECA is attracting membership from a range of employment positions including some outside of traditional counselling roles.

Most of the members who completed the survey work within the post-secondary education sector. This may be an indicator that the source of funding for their positions is the federal Post-Secondary Student Support Program. This may explain the high percentage of time spent on administration.

The primary duties identified by the survey group were: student support functions.

There is a discrepancy between the level of education required for counselling positions and the actual level of education held by staff in these positions. There are a number of factors that could influence this result i.e., where they work, primary responsibilities, length of time in the position.

ONECA members have extensive experience and a wealth of experience. Members who have held positions for more than five or ten years indicates stability and fosters consistency in service delivery for students, communities and educational institutions.

## Appendix A

### ONECA Roles and Responsibilities Survey

Purpose – ONECA is conducting this survey to clarify the roles and responsibilities the members with the goal of identifying the need for appropriate compensation based on actual responsibilities.

#### The Survey

##### Member Profile

1. Are you a member of the ONECA? Yes No
2. Are you currently working? Yes No
3. Are you working full time or part-time?
  - a. Full time (35 hours or more)
  - b. Part-time (25 to 34 hours)
  - c. Less than 24 hours
4. Indicate the levels of education you work with or have worked with. Check all that apply.
  - a. Elementary
  - b. Secondary
  - c. Post-Secondary
  - d. Transitions
    - i. elementary-secondary
    - ii. secondary-post-secondary
5. What is your current (or most recent job title)?

##### Roles and Responsibilities

6. What are your primary duties?
  - a. Counselling
    - i. Academic
    - ii. Social
    - iii. Personal
    - iv. Guidance
    - v. Other (please list)
  - b. Student support
    - i. Funding/financial
    - ii. Forms, reporting, registration, etc.
    - iii. Transitions
    - iv. Check ins/ongoing communication
    - v. Disabilities
    - vi. Orientation/graduation
  - c. Liaison (community/institution/partners)
  - d. Student recruitment/information sessions
  - e. Administration (reporting, projections, forms, finance, budgeting, data collection, etc.)
  - f. Human resources/training/professional learning
  - g. Organizing and coordinating events

- h. Other (please list)
- 7. What is the percentage of time spent on the following duties?
  - a. Counselling
    - i. Academic
    - ii. Social
    - iii. Personal
    - iv. Guidance
    - v. Other
  - b. Student support
    - i. Funding, financial
    - ii. Forms, reporting, registration, etc.
    - iii. Transitions
    - iv. Check ins/ongoing communications
    - v. Disabilities
    - vi. Orientation/graduation
  - c. Liaison (community/institution/partners)
  - d. Student recruitment/information sessions
  - e. Administration (reporting, projections, forms, finance, budgeting, data collection, etc.)
  - f. Human resources/training/professional learning
  - g. Organizing and coordinating events
  - h. Other (please list)

### **Education and Experience**

- 8. What level of education is required for your current job?
  - a. Grade 12 graduate or equivalent
  - b. Post-secondary
    - i. Some post-secondary education (courses)
    - ii. Post-secondary diploma or certificate
    - iii. Bachelor's Degree
    - iv. Master's Degree
    - v. Doctorate
- 9. What is your current level of education?
  - a. Post-secondary diploma or certificate
  - b. Bachelor's degree
  - c. Master's degree
  - d. Doctorate
- 10. How much work experience is required for your current job?
  - a. None
  - b. One to three years
  - c. More than three years
- 11. How much work experience do you have in your current role?
  - a. Less than one year
  - b. One to three years
  - c. Three to five years
  - d. Five to ten years
  - e. More than ten years

12. What is your current salary range?

- a. Less than \$30,000
- b. \$30,000 to \$40,000
- c. \$40,000 to \$50,000
- d. \$50,000 to \$60,000
- e. \$60,000 to \$70,000
- f. \$70,000 to \$80,000
- g. More than \$80,000

Thank you for participating in this survey.