

# MATAWA FIRST NATIONS MANAGEMENT



## Job Description

### Regional Crisis Intervention Coordinator

## **PURPOSE OF THE POSITION**

Matawa First Nations is a Tribal Council with a membership of nine (9) Ojibway and Cree First Nations communities in the Nishnawbe Aski Nation territory. The Matawa First Nations Management provides technical and professional advisory services and programs to its member First Nations.

Matawa Regional Crisis Intervention Coordinator works with eight (8) Matawa First Nations funded under the umbrella of NAN/AHWS Crisis Team Program. The Crisis Team Program provides an effective, coordinated response to people who are experiencing incidents related to trauma, with a primary focus on suicide and family violence. The vision and goal is to reduce the incidences of family violence and suicide.

## **SCOPE**

The Regional Crisis Intervention Coordinator's primary responsibility is to provide support, technical advice, advocacy, and coordination of crisis response for Crisis Team Coordinators and communities experiencing crisis. From time to time, he/she will be requested to provide basic counselling, assessment, referral and debriefing to victims of suicide, family violence and other critical incidents. The Regional Crisis Intervention Coordinator will also provide administrative supports in reporting, monitoring, data collection, organization of Crisis Team Coordinators' training, development of crisis/emergency management plans and participating in planning sessions related to suicide prevention and family violence. He/she will work closely with the Crisis Team Coordinators and their immediate supervisors, Community Health directors and Nishinawbe Aski Nation Crisis Team Program Staff.

## **RESPONSIBILITIES**

1. To assist the First Nations Crisis Team Coordinators to oversee the crisis team activities including:
  - Recruiting team members and maintaining the team
  - Developing protocols and policies for all aspects of team operations
  - Organizing the team to respond to crisis and other community safety and security and family support needs as required
2. To work with the First Nations Crisis Team Coordinator and Team members to respond to crisis/emergency and family support situations as needed.
3. To assist the First Nations Crisis Team Coordinator and Team members to document all work done by team in crisis events, all services provided by the crisis team, activities held, training held, etc.
4. To advise the First Nations Crisis Team Coordinator on the purchase, repair, storage and use of crisis team equipment.
5. To assist the First Nations Crisis Team Coordinator to accurately document all clients seen and track all services provided at the community level, including collection of statistics on number of people who need counselling, number of referrals, number of follow-ups and other services provided.
6. To ensure that a community and Regional Crisis Team Response Plan or Protocol is in place and updated at least on an annual basis.
7. To support the process for the development and maintenance of Matawa Community Emergency Plan as defined by Emergency Management Ontario.
8. To assist the First Nations Crisis Team Coordinator with the annual crisis team submissions, quarterly reports, year-end reports as required by funder. To provide technical advice on the crisis team budget with Band or other finance staff.
9. To attend Crisis Team Coordinator Training as required.
10. To ensure all crisis team members receive training in First Aid, CPR, other crisis related training as appropriate. Train other workers and community members as needed. Organize and document each training sessions.
11. To organize, coordinate and facilitate and deliver community presentations on safety, suicide prevention, traditional family values, family violence prevention, etc. as needed.
12. To liaise and network with organizations/agencies and consultants who deal with crisis management.

- Develop and maintain close relationship by maintaining regular contact, attend meetings and represent Matawa in committees
- Ensure coordination of all activities/initiatives related to crisis management, prevention of suicide and family violence with Matawa area communities

13. To provide administrative and/or technical support to Matawa Chiefs, CEO, Health Director and the MHSSTG with tasks related to crisis management. ie; prepare and draft general correspondence and reports, discussion papers, internal documents and briefing notes for as required.
14. To provide administrative and/or technical support to Crisis Team Coordinators and Community Health Directors with tasks related to crisis management. ie; drafting of correspondence, reports, completing forms, follow up enquiries, etc.
15. To assist in providing coordination, monitoring and technical support to other Matawa Health projects/initiative as required.
16. To perform other duties that relate to crisis management, family violence and suicide as required or requested.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

- Extensive knowledge of Matawa First Nations communities
- Extensive knowledge of Federal and Provincial government programs and services
- Extensive knowledge of crisis service providers, crisis and emergency response plans
- Strong understanding of First Nation communities' culture, traditions and practices
- Extensive knowledge and understanding of family violence and suicide

### **Skills**

- College Diploma in a Health Field study and/or Social Work; Or Grade 12 Equivalent with 3-4 years of work experience in crisis management or related social work, mental health & addiction field.
- Practical experience in the coordination of First Nations crisis team management, counselling, critical incident/trauma intervention and/or debriefing.
- High level of written and oral communication
- Proficient in computer use-power point, excel, graph, etc.
- Excellent skills and abilities in facilitation, planning, presentation, and organization
- Skills in client case management, conducting circles and debriefing
- Must be able to work in high stress level and work with workers in crisis situations

### **Personal Attributes**

- Consistency
- Task and results oriented
- Availability and open communication
- Accountability and transparency
- Cultural awareness and sensitivity

## **WORKING CONDITIONS**

### **Physical Demands**

The Coordinator will travel throughout the region in all weather. They may have to lift, carry and manage equipment and supplies. The Coordinator may have to work odd or long hours at a time to complete special requests or projects. The Coordinator may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

The Matawa Building may be a busy facility. The Coordinator may have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of member First Nation leaders and members. The Coordinator may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

### **Sensory Demands**

Sensory demands can include reading and use of the computer, which may cause eyestrain and occasional headaches. The office may be noisy and busy making it difficult for the Coordinator to concentrate.

### **Mental Demands**

The Coordinator will have to manage a number of requests and projects at one time. They must be aware of all Tribal Council business in the community and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time

# CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name                      Date	<hr/> Supervisor's Signature              Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Chief Executive Officer's Signature              Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.