

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Mental Health Lead

PURPOSE OF THE POSITION

Reporting to the Education Department Manager, the Mental Health Lead shall work closely with the Matawa First Nation Schools and community stakeholders. The main responsibility of the Mental Health Lead is to support healthy, safe school environments by supporting schools to address the mental health needs of students and staff in Matawa schools.

SCOPE

As a member of the Pathways to Achieve Student Success (PASS) team, the Mental Health Lead provides professional direction and support to the Matawa Education Department and Matawa First Nation schools to identify and implement programs and strategies that support student and staff mental health and wellness. This includes professional development and training for staff in Matawa schools to work with students exhibiting behaviours in their classrooms and schools related to lateral violence and the intergenerational effects of residential schools.

The Mental Health Lead shall review existing Mental Health needs and services within the Matawa schools and communities, and coordinate strategies, support and training for the development and implementation of effective Mental Health plans and strategies to meet these needs. In addition, the Mental Health Lead will coordinate the development and implementation of a regional mental health strategy. To support these activities, the Mental Health Lead will assist with the development of related performance measures and the use of data obtained through these measures to inform decision-making at the school and regional levels.

The Mental Health Lead will be subjected to highly confidential material in relation to Matawa Schools, student information, assessment results etc. The Mental Health Lead shall conduct themselves in a highly professional manner and must adhere to the appropriate guidelines regarding confidentiality as per Matawa First Nations policies and procedures.

The Mental Health Lead will continue to stay up-to-date on current research and best practices related to the mental health and wellness of school staff in order to support improved student and school performance. This will include on-going networking with other First Nation organizations, provincial ministries, the federal government, and other outside professional agencies and organizations.

RESPONSIBILITIES

1. Assist with the administration of the Matawa Pathways to Achieve Student Success (PASS) Program

Main Activities

- Network with Matawa schools and Education Authorities to support the ongoing development and implementation of regional planning
- Assist with and provide input into the development of realistic student achievement goals for Matawa schools and Education Authorities
- Gather and analyze school data related to student mental health and wellness, and support the use of this data in school success planning and the development of strategies to support student and parental engagement for schools and at the regional level
- Assist with the development, review and implementation of an annual Matawa regional education improvement plan, incorporating goals identified through school success plans and the regional strategic plan for education
- Provide internal program reporting as required
- Network with other members of the Matawa PASS team to provide input into the development of performance measures related to student and staff mental health and wellness
- Assist with the preparation of reports and presentation materials for various audiences

2. Support the continued development of effective strategies to support mental health and wellness in Matawa schools

Main Activities

- Review existing Mental Health needs within Matawa schools for both students and staff, and identify available, related services
- Coordinate the development of a regional mental health strategy for Matawa schools that includes a multi-tiered approach to intervention and services
- Engage parents, students, staff and community stakeholders to create strategies, protocols and programs to support mental health and wellness for all students
- Engage staff, education authority and community stakeholders to create strategies, protocols and programs to support mental health and wellness for all school staff
- Based on the regional strategy, support capacity building for mental health services and support in Matawa schools
- Coordinate professional training and support for Matawa school staff and education authorities, including the Matawa Education Conference
- Provide online professional learning communities for Matawa staff related to mental health and wellness

- Provide support to the Principals' Working Group

3. Network with external agencies and organizations

Main Activities

- Liaise with regional, provincial and other First Nation mental health initiatives
- Maintain and continue building relationships, both formal and informal, with universities, government departments, and external organizations
- Maintain and continue building effective relationships with Matawa First Nation schools and Education Authorities

4. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- A degree in Social Work, School Psychology, or related discipline, and registration with a related professional governing body (eg. Ontario College of Social Workers)
- Extensive clinical experience working with children and youth in health promotion, prevention, intervention, and/or crisis intervention
- Knowledge and understanding of First Nation and Ontario education systems
- Experience in strategic planning and development in mental health and wellness for students and schools
- Experience and understanding of evidence-based mental health strategies and intervention models to support students and staff at elementary and secondary levels
- Demonstrated ability to work effectively with school staff, parents, administration, government and First Nation organizations
- Ability to maintain a high level of confidentiality
- Knowledge of Ojibway is an asset

Skills

The incumbent must demonstrate the following skills:

- Excellent oral and written communication skills
- Demonstrated interpersonal and leadership skills
- Facilitation skills for training, workshops and groups
- Valid Ontario driver's license

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of Mental Health Lead. The incumbent must also demonstrate the following personal attributes:

- Must be able to perform work duties with minimal supervision
- Must be willing to travel as required
- Must provide a current Criminal Record Check and tuberculosis skin test
- Must be a current member in good standing with the Ontario College of Teachers

WORKING CONDITIONS

Physical Demands

The Mental Health Lead may have to travel throughout the community in all weather. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The Mental Health Lead 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 Mental Health Lead may have to manage a number of projects at one time, and may be interrupted frequently. The Mental Health Lead 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.

Mental Demands

The Mental Health Lead will have to manage a number of requests and projects at one time. They must be aware of Tribal Council business in the communities 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.