

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Student Support Worker

PURPOSE OF THE POSITION

The Matawa Learning Centre (MLC) Student Support Worker (SSW) is responsible for supporting the academic and extra-curricular activities of Matawa students attending high school in Thunder Bay using a holistic approach.

SCOPE

As a member of the MLC team, the SSW supports the academic, physical, emotional, mental, and spiritual well-being of students as they move toward the successful completion of their secondary education and continue on their pathways to work, training or post-secondary education programs. The SSW is responsible for liaising with Matawa communities' Education Counsellors and Education Authorities, and with school boards, police services, community groups, organizations, and volunteer opportunities. The SSW also supports students with various appointments and transportation to appointments and activities. The SSW will interact with the students' parents/caregivers, boarding home parents, Education Authorities, Education Counsellors, Matawa community representatives and other parties in ensuring students are safe and their needs are met.

RESPONSIBILITIES

1. Ensure each Matawa student's well-being is supported holistically

Main Activities

- Supervise and monitor student's attendance, academic progress, and behaviour patterns
- Monitor the student's physical, emotional, and developmental patterns
- Facilitate support for student's academic, physical, emotional, mental, and spiritual needs (e.g., help register for a hockey league, help find an Elder/Knowledge Keeper for cultural teachings, help set up dental appointment)
- Support and promote language and traditions practiced by the student's home community
- Implement and plan student case conferences
- Facilitate regular (at least monthly) video conferences with family members in the student's home community
- Act as student's primary contact for parents/guardians, and keep them up-to-date on academic progress, attendance, community involvement, extra-curricular activities, incidences, etc.
- Provide timely transportation to appointments, school, airport, and other as needed
- Calm students down in tense situations and contact appropriate supports and follow-up, including making/assisting with referrals
- Communicate with Matawa students to determine their needs and interests and establish rapport
- Maintain communication with other SSWs, OCWs, Matawa communities' Education Counselors

- Assist in emergency situations (e.g., missing student, intoxicated student, student in need of medical support)
- Participate in applicable training

2. Support activities for Matawa students

Main Activities

- Collaborate with MLC's Student Activities Coordinator to plan and support extra-curricular activities
- Communicate with organizations representing youth to support the needs of Matawa students
- Provide transportation to student activities as needed, including medical and legal appointments
- Encourage Matawa students to participate in regional and territorial programs
- Provide support for boarding homes

3. Promote programs and local services

Main Activities

- Ensure the Matawa students are aware of available activities (e.g., school-run, city-run, youth organization-run)
- Ensure the Matawa students are aware of available supports (e.g., tutoring, addictions, legal, health, financial)
- Participate in community relations campaigns to promote programs within the city to Matawa students and vice versa
- Maintain positive working relationships with organizations such as police, ambulance, hospitals
- Maintain contacts with local, regional and territorial organizations for youth
- Monitor the use of equipment and facilities

4. Administrative

Main Activities

- Respond to phone calls or texts in a timely manner
- Provide reports (e.g., academic progress, attendance, student incidences, incidences with service providers) as required
- Ensure all programs and activities are implemented according to relevant education legislation, policies and procedures

5. Other Responsibilities

- Model and promote healthy living and healthy/safe choices
- Become knowledgeable of the Matawa First Nations
- Perform other duties as required

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Demonstrated initiative in meeting the needs of students outside the school environment
- Knowledge of First Nation education
- Knowledge of First Nation cultures and life styles
- Knowledge of legislation, regulations, policies and procedures for program development and implementation
- Knowledge of legislation, regulations, policies and procedures for involving youth in community programs
- Knowledge of office administration and procedures

Skills

The incumbent must have proficient skills in the following areas:

- Ability to administer student programs
- Team building skills
- Analyzing and problem solving skills
- Excellent decision making skills
- Effective negotiation and mediation skills
- Excellent stress and time management skills
- Excellent written, verbal, interpersonal, presentation, and analytical skills
- A valid Ontario Driver's License

Personal Attributes

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

- Excellent interpersonal and communication skills
- An ability to adjust to changes
- Demonstrated ability to work effectively with parents, students, co-workers, and administrators
- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Demonstrate sound work ethics

Education/Training/Certification

- Minimum College diploma, ongoing or complete, in any of the following areas: Community Services (Child & Youth Worker; Recreation & Leisure; Social Service Worker; Education); or equivalent community work experience

- Aboriginal specific programs (community advocacy, education, family and child services); Aboriginal Studies, studies in teaching and education
- Suggested skills: workshop and/or other facilitation experience, experience working with children and youth in leadership capacity, community development experience, non-violent crisis intervention, crisis management

WORKING CONDITIONS

Physical Demands

The SSW may have to travel throughout the community and/or to Matawa communities 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 SSW may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The MLC may be a busy facility. The SSW 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 students and Matawa staff members. The SSW 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 eye strain and occasional headaches. The MLC may be noisy and busy making it difficult for the SSW to concentrate.

Mental Demands

The SSW may have to manage a number of requests at one time. They must be aware of Education Department 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.