



**MATAWA HEALTH
CO-OP**

**Matawa Social Services Framework
Coordinator**

PURPOSE OF THE POSITION

Matawa First Nations are nine independent First Nations who have come together to address the high number of Matawa First Nation children in care in First Nation communities and in the city of Thunder Bay which are taking a toll on individuals, families and communities in both the short and long term.

Matawa First Nations Chiefs called for the development of community-based, culturally appropriate and responsive care models for children with a focus on prevention and family reunification.

The purpose of this position is to get the Matawa Social Services Framework operational.

SCOPE:

The scope of the position is wide ranging and should contribute to the implementation of the Matawa Social Services Framework. It will involve ongoing consultation with First Nations Health Directors, community members and leadership along with others in the social services sectors, various government funding agencies, training institutions.

RESPONSIBILITIES

Under the direction, guidance and supervision of the Matawa Health Cooperative Executive Director, the Matawa Social Services Coordinator will be responsible for:

Establishing a Social Services Committee who will provide advice and direction in supporting community processes and in developing a Framework

Assess capacity development, training and mentoring needs of Community based band representatives, including proposal development

Make recommendations to the Matawa Health Coop Executive Director, members and communities regarding present and future training of the local staff, both professional and paraprofessional.

Develop and coordinate the recruitment of Matawa Social Services Framework staff that will include family support/band representatives, one family support/band representatives

Development job descriptions for all positions and post positions on website, Matawa communities and on other relevant organizations.

Set up interview committee to include Health Directors and other designates as determined by the Executive Director. Screen all applications, develop reference check list, advertise and recruit Matawa Social Services Framework staff

Liaise with Matawa Health Directors, Chiefs and key players by providing update status reports

Assist the Matawa Social Services Framework with office space needs and IT supports

Submit reporting and financial requirements for the funders on a timely basis

Keep the Matawa Health Co-op Executive Director and members of the board informed on the progress and /or problem that occur and contributes to ongoing discussions about resolving issues

Develop and monitor tracking and report tools for communities

Perform other related duties as required, including but not limited to with the Matawa Social Services Framework

Ensure the Matawa clients are aware of available supports and programming available in Thunder Bay

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Demonstrated initiative in meeting the needs of clients and their families in the city of Thunder Bay
- Knowledge of First Nation Health and Social issues
- Knowledge of Matawa First Nations' cultures and life styles
- Knowledge of office administration and procedures
- Knowledge of landlord/tenant responsibilities and housing market in Thunder Bay

Skills

The incumbent must have proficient skills in the following areas:

- Ability to listen
- Advocate for clients and their families
- Analyzing and problem-solving skills
- Effective negotiation and mediation skills
- Excellent stress and time management skills
- A valid Ontario Driver's License
- Cell phone, personal held devices, texting, etc.

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of Matawa Social Services Framework Coordinator. 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 clients, health providers, social services, etc.
- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Demonstrate sound work ethics

Skills and Abilities

- Excellent leadership, organizational and communication and problem-solving skills
- Expertise in developing and maintaining excellent working relationships with all members of the social services team and partner organizations
- Ability to work in a collaboration practice model
- Capacity to adapt quickly to a dynamic work environment
- High degree of accuracy and attention to detail
- Knowledge of various computer systems and applications (ie. Microsoft Office, etc.)
- Ability to speak Oji-Cree or Ojibway an asset.
- Broad knowledge of the services provided Matawa First Nations. They must be familiar with child welfare related trends in the area and able to translate that familiarity into social action to benefit the local needs of the community

Other Requirements

- Must be able to perform work duties with minimal supervision
- Must be willing to work in a team like setting
- Must be willing to travel as required
- Must provide a current Criminal Record Check and Vulnerable Sector Search
- Must have a valid CPR and Standard First Aid Certificate
- Ability to satisfactorily pass a Tuberculin (TB) Skin Test
- Must possess a valid drivers' license and access to a reliable personal vehicle

WORKING CONDITIONS

Physical Demands

The Social Services Framework Coordinator will have to travel throughout Thunder Bay in all types of weather conditions. They may have to lift, carry and manage supplies. They may have to work odd or long hours at times to complete special requests or projects. The Social Services Framework 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 Social Services Framework Coordinator may have to manage a number of projects at one time, and may be interrupted frequently. He/she 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. Office and homes may be noisy and busy making it difficult for the Social Services Framework Coordinator to concentrate.

Mental Demands

The Social Services Framework Coordinator 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.

Employee Signature

Printed Name Date

I certify that I have read and understand the responsibilities assigned to this position.

Supervisor's Title

Supervisor's Signature Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

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.