

MATAWA FIRST NATIONS MANAGEMENT



Matawa
EDUCATION & CARE CENTRE

Job Description

Mental Health Land-Based Coordinator

PURPOSE OF THE POSITION

Reporting to the Matawa Education Department Manager, the Principal the Vice Principal and the Choose Life Coordinator, **Mental Health Land Based Coordinator (MHLBC)** will inspire and promote the development of a culture of mental, emotional, spiritual and physical wellness and resilience amongst the students. In an effort to do so, they will facilitate wellness and land-based activity for the students attending the school. As a part of this position the MHLBC will accompany the land-based team (Elders, Outdoor Education Teacher, Cultural Workers, Student Activities Coordinators) on outside activities while acting as chaperones for students. From previous experience, the MECC have had a number of students become triggered during events and/or school related outings. As such, the MHLBC will also assist youth by providing mental health supports during those excursions.

The MHLBC should have qualifications in Outdoor Experiential Education, and/or expertise in mental health coupled with experience in alternative and Aboriginal education. As a member of the MECC team, the MHLBC supports students as they move toward the successful completion of their secondary education and continue on their pathways to mental wellness for a healthy future.

SCOPE

As a highly skilled and motivated professional who possesses specialized knowledge and expertise, the MHLBC utilizes their experience and expertise to ensure all programming meets students' various learning needs. The MHLBC will be part of land-based programming to ensure the delivery of prevention and intervention programs for all MECC youth. They will work with the Mental Health team to ensure youth are learning healthy and effective coping strategies as they transition into Thunder Bay and the MECC environment.

The MHLBC will assist in developing partnerships in joint land-based programming. In addition, will assist in delivering mental wellness supports for staff and students. With extensive knowledge of land-based activities, the MHLBC will guide students in acquiring skills from the land used to improve youth's overall mental wellness.

The MECC is a dynamic school which continuously evolves to meet the academic needs of its students and other Matawa First Nation learners. The MHLBC works effectively in a team setting, which may include other members of the Matawa Education Department, the Matawa Regional Advisory Committee on Education, parents and Matawa First Nations political leadership. In addition, the MHLBC develops and maintains positive relationships with students, parents, student support workers, external organizations, agencies and businesses in creating and sustaining supports and programming for the MECC and its students.

The MHLBC will be subjected to highly confidential material in relation to the MECC, student information, assessments, etc. The MHLBC shall conduct him/herself in a highly professional

manner and must adhere to the appropriate guidelines regarding confidentiality as per Matawa First Nations Policies and Procedures and the MECC Policy and Guidelines.

RESPONSIBILITIES

1. Program Development and Delivery

Main Activities:

- Assist with developing curriculum and or programming that is based on the cultural land-based program, and connections to the land;
- Incorporate land-based practices, protocols and the relationship to First Nation peoples' identities and ways of life that will promote identity and culture
- Travel with students to land-based programming sites and to Matawa First Nations
- Assist the Outdoor Education Teacher to utilize effective teaching strategies that support student learning and development;
- Help monitor and evaluate student performance and progress;
- Provide on-going support and encouragement to students in their academic work and in their planning for post-secondary (i.e. college, university, trades, work);
- Assist the Outdoor Teacher identifying academic levels and needs of students and, where necessary, develop remedial activities and resources to support student success;
- Assist school administration to identify areas of partnership with potential Outdoor Education instructors, organizations and businesses that will support students' goals and academic success;
- Assist with recruitment and selection of students participating in the Outdoor Education Program.

2. Mental Health Supports

Main Activities:

- Provide comprehensive, student-centered, culturally appropriate, community based mental wellness services and programs that meet the needs of the students;
- Provide ongoing support & coping skills to students that are transitioning, dealing with family difficulties, grieving etc.;
- Provide support to students encountering addiction problems;
- Provide support to students experiencing pregnancy or parenthood;
- Provide support to students at risk of dropping out of school;
- Prepare workshops and presentations for students promoting health and wellness;
- Collaborate with MLC Principal and staff when planning and conducting programs;
- Maintain confidential student reports and assessments;
- Attend and participate in professional development activities such as workshops, seminars, and in-service training to further education, skills, and training

3. Administration

Main Activities:

- Monitor use of resources with school administration to ensure adequate instructional resources are available;
- Assist with preparing student, outdoor education activity sites, and classroom needs assessments on an annual basis;
- Prepare safety plans, including emergency extraction, for outdoor activities;
- Report student progress as required to the Principal, students, parents/guardians, and Education Counsellors;
- Monitor and implement rewards and/or disciplinary action to support excellence in student performance and behavior
- Liaise and work with parents/guardians and Matawa Education Authorities to support students' academic success

4. Other duties

Main Activities:

- Liaise and build relationships with Matawa First Nations, and with other alternative/secondary schools
- Advocate for students to ensure individual student academic and mental health needs are met
- Ensure assessments and evaluation support student academic growth and the development of effective learning skills and attitudes
- Recommend additional resources to support program development and success for all students
- Liaise with other Matawa First Nation teachers through online Matawa Education professional learning communities and face-to-face conference workshops
- Develop and enhance relationships with First Nation Education Authorities, parents, and education counsellors (e.g., Visit students' home communities)
- Assist the Principal with the development of student recruitment materials, MLC resources and content for the Education Department website
- Other duties as may be assigned by the Education Manager or Principal

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The MHLBC must possess the following qualifications and key attributes:

- Degree in one of the following: Outdoor Education, Social Work, School Psychology or equivalent training coupled with experience;
- Experience working in an educational setting, preferably at the high school level;

- Understanding of mental health issues faced by First Nations youth coupled with experience in assisting with mental health wellness for those youth;
- Knowledge of First Nation culture and understanding of land based practices;
- Experience working with First Nation students in an educational setting;
- Knowledge and experience in Outdoor Experiential Education programs;
- Knowledge of First Nation education;
- Knowledge of First Nation cultures and life styles;
- Ability to maintain a high level of confidentiality;
- Fluency in Ojibway or Oji-Cree would be considered an asset.

Skills

The incumbent must demonstrate the following skills:

- Excellent written, verbal, interpersonal, presentation, and analytical skills
- Demonstrated instructional skills in a multi-grade setting
- Demonstrated leadership skills and initiative
- A valid Ontario Driver's License

Personal Attributes

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

- Demonstrated initiative in meeting the needs of students in the classroom
- Demonstrated ability to work effectively with parents, students, co-workers, and administrators
- Willingness and ability to travel as required, to both road-accessible and fly-in communities

WORKING CONDITIONS

Physical Demands

The MHLBC will have to travel around Thunder Bay region to determine the suitability of planned sites for outdoor experiential learning activities, and may have to travel to Matawa First Nations 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 MHLBC 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 MHLBC 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 other staff members. The MHLBC 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 MHLBC to concentrate.

Mental Demands

The MHLBC may have to manage a number of requests and projects at one time. They must be aware of Matawa 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.

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.