

# MATAWA FIRST NATIONS MANAGEMENT



**Matawa**  
EDUCATION & CARE CENTRE

## Job Description

Matawa Education and Care Centre  
(MECC)  
Mental Health Worker

## **PURPOSE OF THE POSITION**

The MECC Mental Health Worker (MHW) will contribute to the academic and social experience of the school environment by addressing mental health issues.

The main responsibility of the MHW is to provide mental health support to Matawa First Nations students attending MECC and High Schools in Thunder Bay. The MECC MHW will address the mental health needs of students, and work in collaboration with the MECC Principal, staff and community.

## **SCOPE**

The MHW will be subjected to highly confidential material in relation to the MECC, student information, assessments, etc. The MHW 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.

The MHW will be part of the MLC School team. The MHW shall develop and implement a strategic plan that will address student mental and healthy lifestyles. Develop a plan that address and promote safety of students while attending school off reserve. This may include working with parents, Boarding Parents, Student Boarding Home Counsellors, and other service provider agencies.

The MHW will ensure the needs of students attending provincial school off reserve are identified. This includes identifying any supports required by Matawa students while attending secondary schools in Thunder Bay.

The MHW will work with the Matawa First Nation community schools to help prepare students with transitioning to an off reserve school. This will include assisting with student orientation prior to leaving the community and arriving in Thunder Bay.

The MHW will liaise with community and social service organizations to form partnerships to support and enhance school the mental health program. This will include prevention programs that address any type of addictions, self-harming and suicidal behavior.

## **RESPONSIBILITIES**

- 1 Develop and implement Mental Health Programs for Matawa First Nation students attending secondary school off reserve.

### Main Activities:

- Identify mental health issues, areas of concern;
- Identify and review existing programs;

- Identify existing partnerships, develop any new partnerships to address student needs;
- Develop and create strategies, policies, protocols and programs to support mental health and wellness for MLC students and staff;
- Coordinating programs, resources for mental health services, work with the Regional Health Authorities and other service providers;
- Provide support to MLC Staff;
- Provide reports, work plans; and
- Travel to Matawa First Nation community schools.

2. Provide services to Matawa First Nation students while attending school off-reserve in Thunder Bay.

Main Activities:

- Provide resources and support services to students who are experiencing difficulties within their environment;
- Provide ongoing support & coping skills to students that are transitioning, dealing with family difficulties, grieving etc.;
- Provide individual counselling and support to students who are experiencing social/emotional behavioral difficulties in school;
- 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;
- Referral services to community agencies;
- Collaborate with community programming that address mental health and wellness;
- Bridging gaps between student, boarding homes and school;
- Prepare workshops and presentations for students promoting health and wellness;
- Collaborate with MLC Principal and staff when planning and conducting programs; and
- Maintain confidential student reports and assessments.

3. Leadership

Main Activities:

- Develop and enhance relationships with Matawa First Nation Education Authorities, parents and Education Counsellors;
- Liaise and develop partnerships with community Mental Health Services;
- Professional Development and Training for MLC Education Staff, Education Counsellors and Education Authorities;
- Matawa First Nation community visits in times of crisis; and
- Capacity building for student programming.

4. Perform 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 work experience;
- Understanding of mental health issues with First Nation youth;
- Understanding of First Nation and Ontario education systems;
- Mental Health service providers;
- Experience in strategic planning and development in mental health and wellness for First Nation students;
- Experience and understanding of mental health strategies and intervention models to support student success and academic setting;
- Ability to maintain a high level of confidentiality;
- First Nation Cultures and life styles; and
- Fluency in Ojibway or Oji-Cree is considered an asset.

### **Skills**

The incumbent must demonstrate the following skills:

- Excellent oral and written communication skills;
- Ability to maintain confidential student case notes and files;
- Interpersonal and leadership skills;
- Ability to facilitate presentations for training, workshops and group activities;
- Ability to maintain friendly public relations and partnerships;
- Ability to deal with stress and effectively manage time;
- Ability to take initiatives and decisions for the betterment of students;
- Strong critical thinking skills;
- Ability to multi-task; and
- Ability to facilitate the school mental health program.

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of school MHW. 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 able to work on call as required; and
- Valid Ontario driver's license

## **WORKING CONDITIONS**

### **Physical Demands**

The MHW 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 MHW 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 MHW 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 MHW 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 MHW will have to manage a number of requests and projects at one time. They must be aware of all Matawa 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**

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

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.