

MATAWA FIRST NATIONS MANAGEMENT



Matawa
EDUCATION & CARE CENTRE

Job Description

Student Safety Support Coordinator

PURPOSE OF THE POSITION

Reporting to the Matawa Education Department Manager, the Principal, the Vice Principal and Mental Health Coordinator, the **Student Safety Support Coordinator (SSSC)** will oversee the development, implementation and monitoring of the MECC First Response Program. They will do this by providing updates to school administration, track student usage, ensure students are being contacted promptly and ensure staff have proper application training.

The SSSC will work closely with the Choose Life Coordinator, Youth Inquest Coordinator and MECC Administration in the on-going implementation of safety measures for Matawa youth living in Thunder Bay.

SCOPE

The Student Safety Support Coordinator will ensure students enrolled at the MECC have the opportunity to be involved with a broad range of activities and projects designed to improve and enhance the student experience as it relates to wellbeing and safety while providing the appropriate tools and support. As such, the person in this position will be responsible for developing and distributing a handbook to new and returning students that outlines MECC programs, annual events, services, next level supports and contact information. The SSSC will develop these resources while ensuring the information is accurate, easy to read, printed and distributed to all MECC youth.

The SSSC will coordinate with the MECC Mental Health Wellness team, Choose Life Coordinator, Elders, Cultural Workers and MECC Administration in the development of prevention and intervention programs specific to students' safety and wellness needs. Further, they will develop partnerships with provincial school boards and other partners in joint student safety measures and initiatives.

The SSSC will monitor the MECC website to ensure program descriptions are up to date and accurate, as well as, communicated to Matawa students and communities.

The SSSC will be subjected to highly confidential material in relation to the MECC, student information, assessments, etc. The SSSC shall conduct themselves in a highly professional manner and must adhere to the appropriate guidelines regarding confidentiality as per the MECC Policy and Guidelines.

RESPONSIBILITIES

Main Activities:

- Work with the school administration, Choose Life Coordinator and Mental Wellness Coordinator to provide flexible access to school media resources;
- Educate students on health and safety issues and advocate for wellness services;
- Enhance efforts and supports for students in pursuit of a healthier and more informed experience;
- Provide administration of and coordination of program activities and services for students;
- Attend and participate in staff meetings, professional development seminars while representing the program at various community and student functions;
- Counsel and confer with students providing program procedures, policies, goals and objectives, technical guidance and problem resolution;
- Develop and produce program advertising, promotional material for programing and upcoming events;
- Liaise with program students, faculty, staff and administration and external constituencies in facilitating program objectives;
- Perform a needs assessment, evaluate and analyze student support services effectiveness while providing recommendations and taking appropriate action to ensure efficiency and accuracy;
- Prepare reports as needed while maintaining a record of program usage;
- Identify potential promotional partners to assist in facilitating event business objectives;
- Collaborate on events, workshops and resources for students and staff;
- Facilitate effective meetings, make presentations in an effort to provide guidance to students, teachers and staff;
- Develop a positive rapport with students, parents, teachers and staff;
- Assist students in the development of appropriate behaviour and an appreciation of an inclusive, diverse environment;
- Maintain and distribute a Resource Guide in the school
- Perform other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- 3+ years education related work experience;
- Degree or Diploma in Business, Marketing or Information Technology, Education, Social Work or equivalent combined community work experience;
- Knowledge of Indigenous Education and Mental Wellness, Challenges, and Delivery models;

- Experience working with Indigenous youth;
- Excellent interpersonal and communication skills;
- Experience with administration including record keeping, budgeting and reporting;
- Knowledge and understanding of Indigenous education;
- Ability to work effectively with staff, parents or guardians, and administration;
- Fluency in Ojibway or Oji-Cree is considered an asset;
- Ability to maintain a high level of confidentiality.

Skills

The incumbent must demonstrate the following skills:

- Experience working with Indigenous students or youth in crisis;
- Excellent oral and written communication skills;
- Demonstrated interpersonal and leadership skills;
- Experience with administration including record keeping and reporting.

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the SSSC.

The incumbent must also demonstrate the following personal attributes:

- Must be able to perform work duties with minimal supervision;
- Valid Ontario driver's license;
- Must be willing to travel as required;
- Must provide a current Criminal Record Check with vulnerable records check and tuberculosis skin test.

WORKING CONDITIONS

Physical Demands

The Student Safety Support Coordinator 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 SSSC 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 SSSC may have to manage a number of projects at one time, and may be interrupted frequently. The SSSC 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 SSC 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

<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.