

INTERNAL POSTING EMPLOYMENT OPPORTUNITY

Position: Student Safety Support Coordinator

Background:

Formed in 1988, Matawa First Nations Management (Matawa) is a Tribal Council providing services to nine member communities in Northern Ontario. The organization is dedicated to providing its members with advisory and support services in the areas of communications, economic development, education, finance and business, health, membership and technical services.

The Matawa Education Department supports quality, accessible, community-based educational services for eight Matawa First Nations communities of Aroland, Eabametoong, Nibinamik, Long Lake #58, Ginoogaming, Neskantaga, Marten Falls and Webequie First Nations. In addition to providing advisory services to Education Authorities and Matawa First Nation leadership, the Education Department administers post-secondary support services for 5 Matawa First Nations; operates the Matawa Learning Centre, a private secondary school located in Thunder Bay; and coordinates the Student Nutrition Program for 6 communities.

Matawa is inviting applications for the position of **Student Safety Support Coordinator (SSSC)** with the Matawa Education Department. The Matawa Education and Care Centre (MECC) located in Thunder Bay, Ontario, provides a unique learning environment to support 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.

Position Summary:

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.

Preferred Qualifications and Experience:

The ideal applicant will have:

- 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.

Applicants will also have excellent oral and written communication skills; interpersonal and leadership skills; stress management skills; demonstrated ability to work effectively with teachers, principals, students, administration, government and First Nations; and hold a valid driver's license or the ability to obtain.

This position is based in Thunder Bay, Ontario and is a contract position to June 26, 2020 with the possibility of extension pending funding and a successful performance review.



For additional information, including specific qualifications for the position, please view the Job Description at the Matawa website:
www.matawa.on.ca.

Please send your cover letter and resume with three employment references to:
Matawa First Nations Management
Attn: Sharon Nate, Education Manager
200 N Lillie St.
Thunder Bay, ON P7C 5Y2
RE: Student Safety Support Coordinator
Fax: (807) 768-3301
Email: education@matawa.on.ca

We offer competitive salary commensurate with education and work experience.

We thank all applicants for their interest in working with Matawa First Nations, however only those selected for an interview will be contacted.
Application Deadline: September 23, 2019

