

# MATAWA FIRST NATIONS MANAGEMENT



**Matawa**  
EDUCATION & CARE CENTRE

## Job Description

### Trauma Informed Care Coordinator

## **PURPOSE OF THE POSITION**

Reporting to the Matawa Education Department Manager, the Principal, the Vice Principal, and the Choose Life Coordinator, the Trauma Informed Care Coordinator (TICC) will provide case management services to MECC youth impacted by trauma. This includes assessment, developing safety plans, short-and-long-term planning, supportive counselling and follow up services when required. The TICC will need to have specialized knowledge of trauma, mental health and substance abuse issues when it comes to Indigenous youth.

The TICC will have a thorough understanding of issues related to youth development, the impact of trauma and youth mental illness and developmental disabilities. The TICC will assist the youth in the development and facilitation of activities that promote healthy relationships and teach social, emotional and behavioural management skills. They will ensure students are supported through strength based, non-judgmental, harm reduction and trauma informed lens that align with the goals of the MECC. Additionally, the TICC will work closely with MECC staff in the development and delivery of care and after care plans for students.

## **SCOPE**

The TICC will assist MECC staff who work with students of traumatic situations get the social, emotional, medical and psychological assistance they need to recover from their experience. The role combines operating directly with MECC staff while having an active role in the school working with highly vulnerable students. They will work closely with the MECC Administration and staff in the development of prevention and intervention programs specific to students' mental wellness needs.

The TICC shall assist in the development and implementation of a strategic plan that best reflects a trauma informed school. Assist in the development of a plan that addresses and promotes the safety of students who attend an off-reserve school. This may include working with parents, boarding parents, Education Counsellors, and other service provider.

The TICC will ensure school administration and staff have applicable training that shows best practices and approaches of a trauma informed school. The TICC will provide guidance and support to all MECC staff in the implementation of trauma in care pedagogy, while ensuring this methodology is consistent and prevalent in all school programming and services.

The TICC will be subjected to highly confidential information and material in relation to the MECC, student information, assessments, etc. The TICC shall conduct themselves in a highly professional manner and must adhere to the appropriate guidelines

regarding confidentiality as per the Matawa Education and Care Centre Policy and Guidelines.

## **RESPONSIBILITIES**

Main Activities:

- Provide staff and school administration with an understanding of the impacts trauma has on student learning while encouraging the need for a school wide approach;
- Ensure that the MECC supports all students to continue to feel safe physically, socially, emotionally and academically;
- Assist the school staff and administration to address students' needs in holistic ways, considering their relationships, self-regulation, academic competence and physical and emotional well-being;
- Work with school staff to ensure they explicitly connect students to the school community and provides multiple opportunities to practice newly developed skills;
- Act as an advocate and resource person for the MECC on issues specific to Indigenous students affected by trauma;
- Encourage the school staff to embrace teamwork and share responsibility for all students;
- Anticipate and adapt to the ever-changing needs of the students;
- Educate, guide and support staff on the effects of trauma, effective coping mechanisms and trauma recovery procedures;
- Maintain a culturally safe environment for students who require support and care;
- Continuing communication with the MECC teachers and support workers to determine student's needs that staff may not be aware of;
- Attend all training in areas that would be relevant to their position;
- Ensure timely reporting and development of materials required to carry out services;
- Track and record service gaps and successes to better enhance and support the initiative;
- Perform other duties as required.
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## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- 3+ years education related work experience;
- Bachelor's degree or college diploma in one of the following areas: Community Services (Social Worker, Social Service Worker, Child & Youth Care, Native

Child and Family Services, Health Services); or equivalent community work experience;

- Knowledge of Indigenous Education and Mental Health issues, challenges, and delivery models;
- Experience working with Indigenous youth who have experienced trauma and/or may be in crisis;
- Excellent interpersonal and communication skills;
- Experience with administrative duties including record keeping, budgeting and reporting;
- Ability to work effectively with staff, parents and 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 in crisis intervention and trauma informed care;
- Experience working with Indigenous students;
- Experience working with students in crisis;
- Excellent oral and written communication skills;
- Demonstrated interpersonal and leadership skills;
- Experience with administrative duties including record keeping and reporting.

### **Personal Attributes**

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

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 TICC 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 TIW 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 TICC may have to manage a number of projects at one time, and may be interrupted frequently. The TICC 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 TICC 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>_____ Supervisor's Title</p>
<p>_____ Printed Name                      Date</p>	<p>_____ Supervisor's Signature              Date</p>
<p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>

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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.