

# MATAWA FIRST NATIONS MANAGEMENT



**Matawa**  
EDUCATION & CARE CENTRE

Job Description

Wellness System Navigator

## **PURPOSE OF THE POSITION**

Reporting to the Education Department Manager, Principal, Vice Principal and Choose Life Coordinator, and Mental Health Coordinator, the Wellness System Navigator (WSN) shall provide supports, guidance and advocacy to prospective and current students of the Matawa Education and Care Centre (MECC). The WSN is a key position that will require developing relationships with multiple stakeholders, including the Matawa community Education Authorities, parents, students and MECC staff. The WSN will enhance opportunities for authentic relationship building, and provide supportive services and communication to guide students in their educational pathway, which include course and program advising. The WSN will provide ongoing mental wellness supports to students as they move through their academic programs to completion. This position will provide students with the necessary supports tailored to fit the academic and social needs of the individual.

## **SCOPE**

The WSN will act as a resource that offers support to students and their families seeking to remove barriers related to mental wellness resources within the applicable system. Further, they provide a range of information related to the MECC's programming and support services which enhance student access ensuring the quality of learning experiences. The WSN will reach out to Matawa youth to promote and encourage mental health wellness and access to education. The WSN will build healthy relationships between youth and community to address youth's urgent needs and advocating on their behalf. The WSN must possess knowledge of the provincial and federal education systems, while having the ability to see the bigger picture in wellness and education. In this position, the WSN must respond to changes as they occur at the local and system level.

Furthermore, as an integral member of the MECC, the WSN shall support students transitioning into or out of, alternative education programs, detention centers, or entering main stream education programs. Throughout this process, the WSN will build healthy relationships with the youth, community and school resources.

The WSN will attend meetings, conferences and professional development seminars in order to remain current mental wellness trends and develop an understanding of current policies and practices. The WSN will act as a resource for students and their families, by collaborating and networking with other First Nation organizations, provincial ministries, the federal government, and other professional agencies and organizations.

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

confidentiality as per Matawa Education and Care Centre's policies and procedures.

## **RESPONSIBILITIES**

### 1. Main Activities

- Become familiar with the Matawa Education and Care Centre's mental wellness philosophy and programming;
- Maintain a thorough understanding of the provincial and federal education systems;
- Provide guidance to students that will enhance their access, success and quality of learning;
- Work closely with MECC Administration to develop prevention and intervention programs specific to students' in care, treatment programs, custody or correctional institutions;
- Develop healthy and sustained professional relationships with MECC Administration, Teachers, Mental Health Workers, Elders, students, Education Counsellors, Matawa communities, and applicable agencies and government organizations for the purpose of connecting with learners, sharing experiences, and promoting education and life-long learning;
- Passionately advocate on behalf of the students;
- Collaborate, participate and initiate with community partners, events, celebrations and ceremonies that promote mental wellness of students;
- Provide internal reporting as required with the preparation of reports and presentation materials for various audiences;
- Provide mental wellness navigation, including assistance with registration and preparation for mental wellness supports where necessary;
- Organize and facilitate program information sessions pertaining to mental wellness services and supports for small groups;
- Work with students to develop both short and long-term mental wellness goals;
- Connect students to additional resources and provide supportive services;
- Network with the MECC and applicable agencies/organizations to support the ongoing development and implementation of student mental wellness;
- Perform other related duties as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- 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;
- Understanding and experience working with Indigenous communities and awareness of local cultural protocol;
- Experience and understanding of school mental wellness strategies and intervention models;
- Lived knowledge of the kinds of experiences students bring to the MECC, including understanding of history and awareness of 'walking in two worlds';
- Knowledge and understanding of First Nation and Ontario education systems;
- Ability to develop and sustain healthy partnerships with various organizations and agencies;
- Demonstrated ability to respond to the developmental needs of students;
- Demonstrated ability to be an advocate, problem-solving barriers to students;
- Ability to maintain a high level of confidentiality;
- Knowledge of Ojibway is an asset.

### **Skills**

The incumbent must demonstrate the following skills:

- Exceptional verbal and written communication skills including working effectively with students, staff, faculty, Elders, First Nation communities, parents/guardians and other applicable organizations
- Excellent oral communication skills
- Demonstrated interpersonal and leadership skills
- Valid Ontario driver's license

### **Personal Attributes**

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

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

## **WORKING CONDITIONS**

### **Physical Demands**

The WSN 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 WSN may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

The Matawa Education Department may be a busy work environment. The WSN may have to manage a number of projects at one time, and may be interrupted frequently. They 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 WSN 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

<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.
<hr/> 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.