

# MATAWA FIRST NATIONS MANAGEMENT



## Job Description

### Regional Victim Services Coordinator

## **PURPOSE OF THE POSITION**

Matawa First Nations Management is a Tribal Council with a membership of nine (9) First Nations communities of Aroland, Constance Lake, Eabametoong, Ginoogaming, Long Lake #58, Marten Falls, Neskantaga, Nibinamik and Webequie. The Matawa First Nations Management provides technical and professional advisory services and programs to its member First Nations.

The Matawa Health and Social Meno Biimadeswin oversees the management and administration of regionally funded programs and projects in collaboration with Matawa First Nation Communities. One of these is the Regional Victim Services Program which provides culturally relevant services to victims of crime within the Matawa First Nation Communities. Our main goal is to increase access to services, safety and security for the victims. The program also provides awareness about the program and creates educational awareness in the areas of victimization.

The position of Matawa Regional Victim Services Coordinator works with all (9) Matawa First Nations.

## **SCOPE**

Under the direction and supervision of Matawa Health Director, the Regional Victim Services Coordinator (RVSC) is responsible for coordination of Matawa Regional VS Program. The RVS Coordinator will work closely with nine Matawa First Nations to provide administrative and technical support. In collaboration with the First Nation Health & Social Staff, the RVS Coordinator will conduct community awareness about victim services, organize community education sessions on victimization and wellness and provide orientation/skills development for community front line workers. From time to time, the RVS Coordinator will provide direct client services and supports in counselling, assessments, referrals, and case management as necessary.

The Regional Victim Services Coordinator will also be involved in various on-going development of Community Health and Social Service Delivery Systems to provide expert and technical advice specifically related to victim services.

## **RESPONSIBILITIES**

1. To assist the First Nation Health Directors/Managers in the coordination and implementation of the Community-based Victim Services Program Workplans.
  - Prepare a community workplan template
  - Facilitate community planning, strategic sessions with the First Nations Staff, committees and/or groups
  - Prepare a draft community workplan for First Nation Health Directors/Managers to review and approve
  - Ensure the workplan activities are communicated to Chief and Council, Band Staff, community resource people and others as directed by the First Nation Health Directors/Managers
  - Assist in reviewing of program workplan and program evaluation
  - Assist in monitoring and delivery of specific activities in workplan as required
2. To contribute towards improving coordination, collaboration and networking with other organizations, service agencies/providers and consultants related to victim services.
  - Develop and maintain close relationships
  - Attend and participate in meetings related to programs and services
  - Actively liaise and collaborate with all affiliated contacts
  - Organize, coordinate and facilitate meetings as requested
  - Provide resources, information of programs to all partners
  - Advise in the development of victim services programs, projects and/or initiatives
  - Ensure community and client needs are addressed
  - Facilitate the coordination and implementation of new community-based projects/initiatives related to victim services; *Victim Services Protocol*
3. To provide administrative and technical support to Victim Services Workers and First Nation Health Directors/Managers.
  - Perform administrative tasks as requested; *draft correspondences/reports, complete appropriate forms, follow-up telephone calls/emails on behalf of communities/victims etc.*
  - Assist the Victim Services Workers with client file management and documentation, program reports, etc.
  - Assist in the organization, coordination and facilitation of meetings, group discussions, planning sessions
4. To ensure community-based Victim Services Workers receive appropriate training and participate in professional development initiatives.
  - Advocate resources and funding for regional training
  - Coordinate, conduct, organize training as required
  - Document and maintain an accurate list of trainees and training sessions as provided

5. To ensure community workers and members have information and knowledge related to victimization and wellness.
  - Coordinate, facilitate, organize and deliver awareness sessions as requested; *workshops, radio presentations, group presentations/sessions*
  - Distribute resource material as requested; *victimization, violence, laws, safety planning, traditional family values, family violence prevention, healthy living, etc.*
  - Assist in advocating and seeking resources for prevention, promotion, intervention, treatment & aftercare
  
6. To ensure effective community-based client service management and delivery is well-coordinated and services are meeting client(s) needs.
  - Ensure client(s) safety, security and confidentiality is observed and practiced
  - Assist and ensure all clients seen and/or referred are accurately documented and tracked
  - Assist, facilitate and/or provide advice and support in client(s) case management meetings
  - Provide advice and support related to client(s) treatment/healing/wellness plans
  - Provide basic counselling advice and referral services to client/victims as required
  - Assist and ensure client(s) receives proper support, referral and follow-ups
  
7. To ensure effective management and administrative practices are applied within the organization in accordance/compliance with the Matawa Policy and Procedures.
  - Perform administrative tasks as required; *preparing correspondence/briefing notes, completing appropriate forms, follow up telephone calls/emails, filing, attend staff meetings, etc.*
  - Prepare and complete quarterly, annual general meeting and year-end reports
  - Prepare annual program submissions as required
  - Contribute and participate in the overall management of the organization; *professional development, quality assurance/management, gatherings etc.*
  - Assist in providing the coordination, monitoring and technical support within Matawa Health and Social Meno Biimadeswin project/initiatives as required.
  
8. To perform other related duties as required or requested.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- Possess Social Work College Diploma; **or** Grade 12 Equivalent with a minimum of 2 years work experience in client services and/or related Social Work
- Extensive knowledge in area of Victim Services, Case/Crisis Management or related Social Work
- General knowledge of federal provincial governments programs and services especially within the area of victim services
- Extensive knowledge of Matawa First Nations communities
- Extensive knowledge of victim services providers/other organizations
- Strong understanding of First Nation communities' culture, traditions and practices.
- Extensive knowledge and understanding of victimization and wellness

### **Skills**

The incumbent must demonstrate and/or possess the following:

- Certification in First Aid/CPR
- Skills on how to access programs and services
- Skills to prepare reports, briefs, proposals, agreements, protocols, plans, etc
- Proficient in using the Computer, Laptop, Software Programs/Power Point, Excel, Graphs, etc.
- Skills in time management and ability to complete tasks with minimal guidance and supervision
- Excellent facilitation, planning, presentation and organizational skills
- Excellent team building and problem-solving skills
- Excellent communicator skills (oral & written)
- Ability to coordinate and facilitate client supports services
- Excellent interpersonal and teamwork skills

### **Personal Attributes**

The incumbent must demonstrate the following personal attributes:

- Maintain confidentiality
- Maintain standards of conduct
- Demonstrate sound work ethics
- Be consistent, flexible, accountable, and transparent
- Cultural awareness and sensitivity
- Respect, honesty and integrity

## **WORKING CONDITIONS**

### **Physical Demands**

The Regional Victim Services Coordinator may need to lift, carry and manage baggage, equipment and supplies.

### **Environmental Conditions**

The Regional Victim Services Coordinator may need to travel extensively and must be able to fly to remote communities by aircrafts in all types of weather conditions.

The Regional Victim Services Coordinator may find the environment to be busy, noisy and will need excellent organizational, time and stress management skills to complete the required tasks.

The Regional Victim Services Coordinator may need to adapt to environment and/or infrastructure conditions of the community. i.e. water boiling advisories, sewage leaks, stay in community longer, share a hotel room, billet in private home.

### **Sensory Demands**

The Regional Victim Services Coordinator will use a laptop especially when travelling and may experience eyestrain and occasional headaches.

### **Mental Demands**

The Regional Victim Services Coordinator may need to work long hours in the event of an emergency/crisis and may experience mental strain, trauma and stress.

**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.