



**MATAWA HEALTH  
CO-OPERATIVE**

**Job Description**

**Director of Mental Health Services**

## **PURPOSE OF THE POSITION**

Matawa First Nations has established the Matawa Health Co-operative. This provincially incorporated Co-op consists of the nine Matawa member communities – Webequie, Neskantaga, Nibinamik, Eabametoong, Marten Falls, Aroland, Ginoogaming, Long Lake # 58 and Constance Lake First Nations.

The Director of Mental Health Services shall work closely with the Matawa Health Co-op Executive Director, First Nation health directors, and other community stakeholders. He/she will report to the Executive Director. The main responsibilities of the Director of Mental Health Services are to coordinate the development and implementation of Co-op mental health programs/services. He/she will direct the delivery and evaluation of all aspects of the mental health programs/services offered and will facilitate the coordination of mental health services.

## **SCOPE**

The Matawa Health Co-op is the First Nation Health Co-op in Canada. Its purpose is to provide collaborative and accountable health services to its First Nation members. As a co-op, the members set the direction and it reflects the unique nature of each First Nation. The co-op is flexible in how services are implemented, it must reflect the priorities, capacity and diversity of each First Nation.

The Director of Mental Health shall assist in the continued development and implementation of strategies to support the co-op under the supervision of the Executive Director. The Director of Mental Health will be responsible for overseeing the implementation, evaluation and professional development of the mental health programs/services. Proposal development and collaboration with other groups on joint initiatives will be expected.

## **RESPONSIBILITIES**

### **Mental Health Services**

1. Identifies mental health needs in consultation with internal and external service providers and community groups. Where appropriate, facilitates funding requests, programs and research to meet these needs.
2. Assists in the monitoring of mental health programs/services expenditures in conjunction with the Finance Manager and the Executive Director.
3. Participates in the development of and adherence to, policies and procedures of Matawa Health Co-operative.
4. Coordinates and supervises activities to collect and analyze mental health services data.
5. Provides leadership to the team to ensure appropriate inter and multi-disciplinary resources are engaged to their full capacity.

6. Oversees all aspects of mental health records management for all sites in collaboration with EMR/Privacy Co-ordinator
7. Works closely with other programs and staff within Matawa Health Co-operative to develop and implement mechanisms to ensure quality of care, effectiveness, efficiency and integration of traditional programs and services, and collaboration across all sites.
8. Liaises with service providers outside the organization and with community groups to ensure the effective delivery of services.
9. Identify mental health programs/services and resources required to support Matawa Health Co-operative activities by developing and maintaining informal and formal First Nation communities, regional and provincial networks and partnerships.
10. Work closely and collaboratively with all Matawa Health cooperative programs and management.
11. Develops policy and procedure manuals for MHC mental health services.
12. Maintains, supports and utilizes all Risk/Quality Control Management principles and procedures.
13. Maintains confidentiality of information in accordance with policies established by the Executive Director and the Matawa Health Co-operative Board of Directors.
14. Operates with conformance to applicable legislation, policies and procedures, and collective agreement provisions.
15. In consultation with the Executive Director, negotiates agreements with community agencies to provide collaborative services on site,
16. Provides advice and assistance to the Executive Director by:
  - Keeping the Executive Director informed of all aspects of the operations for which the Director of Mental Health Services is responsible
  - assuming responsibility for the organization in his/her absence, when requested
  - bringing to his/her attention issues that may affect the mental health of the community
17. Participates on local, regional and provincial committees as required.

### Management

1. Supervises and directs the activities of all Mental Health staff.
  - a. To work with staff and provide performance evaluations.
  - b. To provide ongoing clinical supervision to all Matawa Health Cooperative Mental Health staff.
2. Ensure staff have access to external supports for their own self care and mental health needs as they arise.
3. Contributes to the effective delivery of services and the efficient administration of Matawa Health Co-operative.

4. Oversees scheduling and lieu time/vacation leave/sick leave authorizations of all mental health staff to ensure access and quality of mental health programs/services are maintained.
5. Directs the planning, implementation, administration and evaluation of all mental health services offered by Matawa Health Co-op.
6. To develop and establish a mental health program evaluation.
7. Identifies educational needs within the organization and coordinates efforts to meet identified needs and orientation of staff.
8. Working with the Executive Director (and designated Board Members) in recruiting, and hiring qualified mental health staff.
  - a. Recruits, screens and interviews, conducts reference checks and
  - b. Facilitates orientation/training and development opportunities for new hires (include cultural sensitivity training)
9. Conducts exit interview for mental health staff.
10. Participates in Chiefs meetings, MHC Board meetings to present activity reports and provides updates.
11. Performs other related duties as requested.

### **Organizational Responsibilities**

As a representative of the Matawa Health Co-op, the employee is responsible for:

- Reflecting and interpreting the organization vision, mission and core values in his/her own work with enthusiasm and commitment;
- Acting in accordance with relevant legislation and organization policies and procedures;
- Proposing changes within MHC that would improve the quality of service to our First Nations' children, families and communities;
- Developing and maintaining respectful, cooperative working relationships to contribute to the delivery of services to First Nations' children, families and communities;
- Understanding their role and responsibility in maintaining a safe workplace and reducing workplace injuries;
- Ensuring accuracy, confidentiality and safekeeping of agency records.

### **Qualifications and Requirements**

The incumbent must have proficient knowledge in the following areas:

1. Master's degree in a related field or a combination of educational preparation and applicable experience preferred
2. Minimum of 2 years of related mental health services and supervisory work experience
3. Broad knowledge in the areas of community mental health, prevention and promotion

4. Excellent leadership, management, motivation and problem-solving skills in a team setting
5. Ability to collect and analyze data, including familiarity with computer software
6. Understanding and interest in current issues in indigenous mental health, including mental health reform
7. Excellent organizational and planning skills
8. Knowledge and understanding of Indigenous traditions and culture.
9. Understanding of the impacts of intergenerational trauma in the Indigenous community and a sound understanding of the culturally relevant approaches to healing.
10. Broad knowledge of the services provided Matawa First Nations and its First Nations members. They must be familiar with the politics and mental health related trends in the area and able to translate that familiarity into social action to benefit the local mental health programs.
11. Good knowledge of the programs, regulations, and procedures of Ministry of Health and Long-Term Care, and First Nations and Inuit Health Branch, including Non-Insured Health Benefits
12. Ability to display and support Matawa Health Co-operative's vision, mission, and goals in providing respectful and effective health care
13. Ability to satisfactorily pass a Tuberculin (TB) Skin Test and Criminal Records Check (including Vulnerable sector)
14. Must be able to travel to the Matawa First Nation Communities when required
15. Access to a vehicle and insurance to travel to highway accessible sites
16. The ability to maintain confidentiality.
17. Ability to speak Oji-Cree or Ojibway an asset
18. Valid Ontario driver's license

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties. The incumbent must also demonstrate the following personal attributes:

- Must be able to perform work duties with minimal supervision
- Must be willing to work in a team like setting
- Must have excellent oral and written communication skills
- Must have strong interpersonal and leadership skills

## **WORKING CONDITIONS**

### **Physical Demands**

The Director of Mental Health Services will have to travel to the Matawa First Nation communities in diverse weather conditions. 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. They 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 Director of Mental Health Services may have to manage several projects at one time and may be interrupted frequently. The Director of Mental Health Services 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 Director of Mental Health Services will have to manage several requests and projects at one time. They must be aware of Tribal Council business in the communities and all relevant legislation, policies and procedures. They may have to complete several tasks and responsibilities at one time and must be prepared to deal with emergencies and stressful situations at any time.

## CERTIFICATION

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Printed Name                      Date

I certify that I have read and understand the responsibilities assigned to this position.

\_\_\_\_\_  
Supervisor's Title

\_\_\_\_\_  
Supervisor's Signature                      Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

\_\_\_\_\_  
Executive Director'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.