

MATAWA FIRST NATIONS MANAGEMENT



Job Description

WiiChiiHehWayWin Outreach Lead
Navigator

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.

Matawa Health and Social Meno Biimadeswin (HSMB) provides some services to urban Matawa members for social supports and emergencies. Matawa WiiChiiHehWayWin Outreach Project was established to increase supports for members living in Thunder Bay who are experiencing social hardships especially during this COVID-19 Pandemic.

SCOPE

WiiChiiHehWayWin Outreach Lead Navigator works under the direction and supervision of Matawa Health & Social Meno Biimadeswin Director. The WiiChiiHehWayWin Outreach Lead Navigator will work closely with HSMB program staff to respond to crisis when required by Matawa members who reside in Thunder Bay. The Matawa WiiChiiHehWayWin Navigator will work to support and advocate for Matawa members, primarily, those who are experiencing substance use and mental wellbeing challenges during COVID-19 Pandemic. The main purpose of the position is to facilitate communication to ensure prevention, intervention and coordination of services are in place for Matawa First Nation members in Thunder Bay.

RESPONSIBILITIES

The WiiChiiHehWayWin Outreach Lead Navigator is primary responsible to facilitate, coordinate and ensure clients are provided with appropriate services. The WiiChiiHehWayWin Outreach Lead Navigator will also be responsible for developing a systematic approach to address gaps in services and facilitate smooth transitions and connections to services within Thunder Bay. The WiiChiiHehWayWin Outreach Lead Navigator will be participating in planning meetings related to improving supports to members in need.

1. Liaison, Advocacy and Direct Service:

- act as a team lead of the WiiChiiHehWayWin Outreach project
- assist with supervision, giving guidance and direction of the Outreach Workers/Team
- coordinate training for the team and HSMB staff as necessary
- act as liaison between community members and services
- liaise with Matawa First Nations Health and Social staff, leadership and members of family
- advocate for system change to ensure appropriate services are provided
- assist individuals and families to access services by advocating on their behalf, completing applications, and/or providing translation
- advise Matawa response team and other providers as required
- gather, identify and document gaps in service delivery for member First Nations
- receive referrals from service providers and assist in connecting members to appropriate services
- be involved in client management and care planning with service providers as required
- assist in responding to emergency situations as required
- assist Matawa Outreach Workers in completing client intake and referrals

2. Communication:

- promote understanding of the role of the navigator
- foster positive working relationship with members and service providers
- maintain regular communication with service providers
- participate in meetings related to planning and support services

3. Administrative:

- create work schedule of Outreach Workers and Support Worker
- create appropriate forms for documentation as needed *ie: intake, release of information, referral forms, track matrix, etc.*
- ensure proper documentation is in place for the WiiChiiHehWayWin Outreach Project services
- gather and document services and contact persons within the city of Thunder Bay
- keep confidential client records for data entry

- complete and maintain all necessary documentation, including written records/reports and provide statistics as requested
- provide monthly project reports and briefings as needed
- perform other related duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge and experience in the following areas:

- Possess a diploma in post-secondary related in Mental Health & Addictions field
- Possess at least 3 years of work experience related in health and/or social field
- Fluency in Cree or Ojibway is a definite asset
- Good knowledge of services provided in city of Thunder Bay
- Good knowledge of Matawa First Nations communities
- Strong understanding of gaps, needs and issues faced by indigenous people
- Strong understanding of First Nation communities' culture, traditions and practices

Skills

The incumbent must demonstrate and/or possess the following:

- Excellent interpersonal, networking, facilitation, and planning skills
- Excellent advocacy skills and presentations skills
- Ability to navigate complex crisis situations in a calm, effective manner
- Ability to provide a high level of care, guidance and support
- Ability to deal effectively with conflict and crisis
- Excellent communication, oral and written skills
- Ability to co-ordinate and case manage
- Ability to work under minimal supervision
- Proficient in computers, computer programs and other office equipment
- Working ability in use of communication tools ie: zoom, social media, etc.

Personal Attributes

The incumbent must demonstrate the following personal attributes:

- Maintain strict confidentiality
- Maintain standards of conduct
- Demonstrate sound work ethics
- Be consistent, accountable, and transparent
- Cultural awareness and sensitivity
- Respect, honesty and integrity
- Take initiative, self-motivated
- Flexibility and Punctuality

WORKING CONDITIONS

Physical Demands

- May have to lift, carry and manage equipment and supplies
- May have to work odd or long hours at a time to complete special requests or projects
- May have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

- May find the environment busy and manage all types of stressful calls
- May travel to community in all types of weather conditions
- May have to manage a number of people and projects at one time

Sensory Demands

- May spend long hours with use of computer and may experience eye strain and occasional headaches

Mental Demands

- May work long hours in the event of an emergency/crisis
- 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.