

# MATAWA FIRST NATIONS MANAGEMENT



**Matawa**  
EDUCATION & CARE CENTRE

Job Description

Youth Care Leader

## **PURPOSE OF THE POSITION**

Reporting to the Youth Care Lead Supervisor and the Matawa Student Care Centre Manager, the Youth Care Leader (YCL) is responsible for the supervision and safety of Matawa students living in the Matawa Student Care Centre (MSCC). Youth Care Leaders will be responsible for the 24-hour physical supervision of the students while acting as a positive role model.

## **SCOPE**

As a member of the Matawa Care Centre team, the YCL supports students living in the Matawa Student Care Centre as they move toward the successful completion of their secondary education. The YCL will work directly with students to build a healthy relationship of trust. The YCL will ensure they are maintaining a presence throughout the Care Centre and providing clear and consistent direction and expectations to the students. The YCL will work towards promoting a healthy and positive lifestyle for the students of the MSCC by dealing firsthand with issues that may arise, such as substance abuse, emotional issues, family and peer relationships. The YCL will consult with parents/caregivers, MSCC/MEC administration, students and co-workers to determine student safety needs and develop appropriate responses to those needs.

## **RESPONSIBILITIES**

1. The overall supervision and care of students who live in the MSCC as well as other shift specific duties.
  - Provide consistent, fair and empathetic supervision to the students in the MSCC
  - Ensure you are awake and available, monitoring the students at all times throughout the shift/night
  - Provide support to the students and encourage them to complete their required tasks ie: homework, cleaning their rooms, washrooms etc.
  - Ensure light housekeeping duties are being upheld, such as sweeping, organizing and tidying common areas.
  - Notify supervisor(s) of urgent safety issues/situations as quickly as possible, while following the specific policies and procedures for incident reports.
  - Conduct regular checks on the students in their rooms/common areas, as per the policies and procedures
  - Assist in emergency situations (e.g., missing student, intoxicated student, student in need of medical support)

## 2. Support activities for Matawa students

### Main Activities

- Communicate with St. Josephs Care Group on matters relating to student mental health
- Arrange for transportation to student activities as needed, including medical appointments by utilizing the On-Call drivers and Student Support Coordinators
- Encourage MSCC students to participate in after-hours Student Activities and Cultural Activities
- Provide support to the cultural workers working with the MSCC students after hours

## 3. Promote programs and local services

### Main Activities

- Ensure the Matawa students are aware of available activities and supports (e.g., addictions, legal, health, financial)
- Maintain positive working relationships with organizations such as police, ambulance, hospitals
- Maintain positive working relationships with fellow co-workers and MECC Administration
- Monitor the use of equipment (ie: exercise rooms/common areas) and facilities (ie: Common areas of the MEC or MSCC)

## 4. Administrative

### Main Activities

- Respond to phone calls or radio messages in a timely manner
- Provide reports (e.g., student incidences, incidences with service providers, and maintenance needs) as required
- Record information on, student activity including behavior, progress and presence off-site.
- Ensure all programs and activities are implemented according to established policies and procedures, including sign in/out procedures and parental consent
- Follow all shift-specific duties as assigned by the Matawa Student Care Centre Manager

## 5. Other duties

- Consistent review of expectations, policies and procedures as they relate to the MSCC and the YCL
- Perform other duties as required

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

- Demonstrated initiative in youth supervision or care
- Knowledge of First Nation education
- Knowledge of First Nation cultures and life styles
- Knowledge of legislation, regulations, policies and procedures for congregate living or group boarding homes
- Knowledge of office administration and procedures
- Ability to speak Ojibwe, Cree or Oji-Cree is beneficial but not necessary

### **Skills**

- Ability to obtain a Vulnerable Sectors Criminal Reference Check
- Effective Communication skills
- Analyzing and problem-solving skills
- Excellent decision-making skills and crisis response skills
- Effective negotiation and mediation skills
- Excellent stress and time management skills
- Excellent written, verbal, interpersonal, presentation, and analytical skills
- A valid Ontario Driver's License

### **Personal Attributes**

The YCL must maintain strict confidentiality in performing their duties.

- Excellent interpersonal and communication skills
- An ability to adjust to changes
- Demonstrated ability to work effectively with parents, students, co-workers, and administrators
- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Demonstrate respectable work ethics

## **Education/Training/Certification**

- Grade 12 diploma;
- College diploma in one of the following areas: Community Services (Social Worker, Social Service Worker, Child & Youth Care, Native Child and Family Services); or equivalent community work experience; is considered an asset
- Successful residence/accommodations experience preferred;
- Ability to work independently and with confidentiality;
- Demonstrated knowledge and understanding of, and personal commitment to the Anishinaabe way of life with ongoing involvement with Anishinaabe culture and traditions;
- Understanding of issues faced by First Nation youth;
- Demonstrated working knowledge of Anishinaabe students and family cultural needs;
- Excellent communication and interpersonal skills;

## **WORKING CONDITIONS**

### **Physical Demands**

The YCL may have to lift, carry and manage equipment and supplies. They will work evening or overnight hours to accommodate a 24 hour facility. The YCL may have to spend long hours sitting and using office equipment, computers, and attending meetings.

### **Environmental Conditions**

The MSCC is a busy facility. The YCL will have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of students and Matawa staff members. The YCL 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 eye strain and occasional headaches. The MSCC may be noisy and busy making it difficult for the YCL to concentrate.

### **Mental Demands**

The YCL will be responsible for the care of under-age youth, this responsibility is regarded as the most important aspect of their day-to-day work. The YCL may have to manage a number of requests at one time. 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/> 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.