

MATAWA FIRST NATIONS MANAGEMENT



Matawa
EDUCATION & CARE CENTRE

Job Description

Choose Life Assistant

PURPOSE OF THE POSITION

Reporting to the Matawa Education Executive Director of Education, Matawa Education and Care Centre (MECC) Principal, Vice Principal, and Choose Life Coordinator, the Choose Life Assistant supports the Choose Life Coordinator in overseeing the Choose Life programs by providing direct support to hired staff, tracking funded activities within the agreed budget, and reporting on all initiatives. The Choose Life Assistant supports the Choose Life Coordinator in the collections of program-specific qualitative and quantitative data. Gathering information is in conjunction with program leads and compliant with client confidentiality.

They will support the Choose Life Coordinator to compile and complete the final exhaustive report(s) that highlights all program areas. In addition, the Choose Life Assistant provides relevant guidance to staff relating to the funding initiatives as set out in the agreement.

SCOPE

Within the MECC, the Choose Life Assistant aids the Executive Director, Principal, Vice Principal and Choose Life Coordinator in the implementation of programs to help improve reporting content for funders and the organization.

Responsibilities/Duties

- Collect and analyze statistical data;
- Support in the design of data administrative policy;
- Collect program-specific qualitative and quantitative data;
- Review statistics to help MECC make effective decisions for the betterment and well-being of the youth;
- Conduct comprehensive report-writing workshops for all staff;
- Gather and edit report for submission to funder;
- Provide relevant guidance to staff relating to the funding initiatives as set out in the agreement;
- Provide direct support to hired staff;
- Track funded activities within the agreed budgets;
- Perform other related duties as required and identified by the Executive Director, Principal, Vice Principal and Choose Life Coordinator.

KNOWLEDGE, SKILLS AND ATTRIBUTES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- 2+ years of education-related work experience in data analysis, proposal writing or policy development;
- Diploma or Bachelor's Degree in Business Administration, Education, or equivalent work experience;
- Successful experience with statistical analysis and data collections;
- Knowledge and understanding of First Nation education including issues, challenges, and delivery models;
- Ability to speak Ojibwe, Cree or Oji-Cree is considered an asset;
- Ability to maintain a high level of confidentiality;

Skills

The incumbent must demonstrate proficiency in the following skill areas:

- Proficient in Microsoft Excel, Word, Powerpoint, and Outlook
- Effective communication, both written and oral;
- Organizational skills;
- Stress management;
- Comprehensive Written skills;
- Interpersonal and Conflict resolution skills;
- A valid Ontario driver's license;

Personal Attributes

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

- Ability to work with minimal supervision;
- Organized and able to multi-task;
- Punctual with excellent time management skills;
- Ability to work effectively with people from a variety for different backgrounds (including but not limited to students, the general public, school staff, education staff and management, community organizations, government agencies, and other parties).

WORKING CONDITIONS

Physical Demands

The Choose Life Assistant may have to travel to Matawa communities 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 Choose Life Assistant 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 facility. The Choose Life Assistant may have to manage a number of tasks at one time, and they may be interrupted frequently to meet the needs and requests. The Choose Life Assistant 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. The Education Department may be noisy and busy making it difficult at times for the Choose Life Assistant to concentrate.

Mental Demands

The Choose Life Assistant will have to manage a number of requests and tasks at one time. They must be aware of all Tribal Council business in the community 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/> 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.