



MATAWA HEALTH CO-OPERATIVE

MENTAL HEALTH & ADDICTIONS SYSTEMS NAVIGATOR

JOB DESCRIPTION

QA#: CO-OP JOB 009 **Dept:** Matawa Health Co-Op **Issue:** September 23, 2020 **Approved:** Frances Wesley

PURPOSE OF THE POSITION

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

The MHC Mental Health & Addictions System Navigator will work collaboratively with the Director of Mental Health Services, the Mental Health Team, and Matawa Health Cooperative staff. He/she will report to the Executive Director of the Matawa Health Co-operative.

The Mental Health & Addictions System Navigator will work as an integral member of the team in collaboration with the Matawa Mental Health team, and all other members of the health care team. The Mental Health & Addictions System Navigator will act as a resource person that will assist Matawa members with the navigation of services and the applications processes based on their individual needs and required services to ensure that they receive the services that is required.

SCOPE

The Mental Health & Addictions System Navigator will assist with navigating complicated and interrelated systems and will act as a primary source of communication between the interdisciplinary team and Matawa communities' members acting as a liaison and guide throughout the application process. This position will enhance the links between the community resources, Matawa staff, and the needs of the patients acting as a resource for Matawa members by collaborating and networking with other Matawa First Nation Management departments, First Nation organizations, provincial ministries, the federal government, and other professional agencies and organizations.

RESPONSIBILITIES

- Act as a resource and support person to Matawa members and MHC staff members on internal and external programs and services to support the needs of Matawa members;
- Provide support services to Matawa members in addressing mental health issues that may include but not limited to; trauma, depression, anxiety, self-harm, suicide prevention, harm reduction, safety planning, substance abuse, addictions, grief, and losses;
- Provide support and advocacy to Matawa members as it pertains to systems navigation (examples may include but are not limited to: Mental Health and Counselling Services, Healthcare, Substance Misuse/addictions, Criminal Justice System, Shelter/Housing/Food Security, etc.);
- Provide support to Matawa members as it pertains to completing and submitting applications (examples may include but are not limited to identification, housing, Indian Day School, Non-insured health benefits for First Nation & Inuit NIHB, Jordan's

Principle, Ontario Disability Support Program, Income Support & Subsidies, Education/funding, Treatment, etc.);

- Working as part of a multi-disciplinary team and collaborating with other programs and services within Matawa (e.g., Membership, Awashishewiigihiwaywiin Social Services Framework, Health & Social Meno Biimadeswin, Outreach Services, Matawa Education & Care Centre, KKETS Adult Education Program);
- Provide supports and education on the application process of a variety of programs and services to meet the needs of Matawa members;
- Working in partnership with Matawa community partners (e.g., Chief & Council, Health Directors, Crisis Coordinators/Teams, Victim Services, Choose Life Workers, Nursing Stations, NNADAP Workers, Elders and Traditional Knowledge Keepers);
- Maintain accurate and confidential client records electronically and in a timely manner;
- Follow duty to report requirements as necessary;
- Connect members to culturally relevant supports as requested/needed;
- Participate in regular supervision meetings to review all cases/issues, receive education and direction, and for debriefing;
- Developing and maintaining respectful, cooperative working relationships to contribute to the delivery of services to First Nations' children, families and communities;
- Participating in professional meetings, conferences, and seminars;
- Will require frequent travel to Matawa First Nation communities, often by small aircraft;
- All other duties as deemed necessary by your immediate Lead/Supervisor;

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Knowledge of foundational theories, principles, and practices as they relate to Social Services, Social Work, and/or Counselling;
- Knowledge of assessment tools and harm-reduction practices;
- Strong knowledge of practice regulations;
- Familiar with privacy, confidentiality, and duty to report;
- Knowledge of community support services, both in Thunder Bay and in the Matawa communities;
- Cultural awareness and competency;
- Knowledge of First Nations culture, history, community-based services, geographic realities and social conditions within remote First Nations communities;

Skills

The incumbent must demonstrate the following skills:

- Exceptional verbal and written communication skills;
- Demonstrated interpersonal and advocacy skills;
- Ability to maintain a high level of confidentiality;
- Strong reading comprehension and the ability to understand detailed written information and instruction;
- Exceptional interviewing, analytical and problem-solving skills;
- Demonstrated organizational and time management skills;
- Ability to work as an integral member of a team;
- Proven ability to deal simultaneously with multiple files;
- Ability to perform work duties with minimal supervision;

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of Mental Health & Addictions System Navigator. The incumbent must also demonstrate the following personal attributes:

- Must be willing to travel as required;
- Demonstrated sound work ethics;
- Attention to detail and accuracy;
- Self-starter to work independently with initiative and highly adaptable;
- Respectful, honest and integrity;
- Flexibility and punctuality;
- Cultural awareness and sensitivity;

QUALIFICATIONS AND REQUIREMENTS

The incumbent must have proficient knowledge in the following areas:

- Bachelor's degree or diploma in one of the following areas: Social Work, Human Services, Social Services, Psychology, or related field;
- Must have at minimum 2 years' experience in working in the Social Services sector;
- Experience working with structurally vulnerable/high-risk populations, particularly those who struggle with mental health and addictions;
- Strong working knowledge of Northwestern Ontario's mental health and addiction programs and services, specially those which are intended towards Indigenous populations;

- Must be “fully vaccinated” against COVID-19. (In Ontario, a “fully vaccinated individual” is defined as one who has received the required number of doses as outlined by Health Canada and they have received their final dose of the COVID-19 vaccine at least 14 days ago.) Must provide Health Canada’s proof of vaccination (vaccine receipt or enhanced vaccine certificate);
- Valid Ontario Driver’s License and must be willing to provide a police criminal background check;
- Support system and self-care strategies in place to maintain own well-being;
- Previous experience working with First Nations communities is an asset;
- Fluency in Cree, Oji-Cree, or Ojibway is an asset;

WORKING CONDITIONS

Physical Demands

The employee may have to travel to the 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 employee 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 employee may have to manage a number of projects at one time and may be interrupted frequently. The employee may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks. Required to travel to Matawa First Nation Communities in all weather conditions.

Sensory Demands

Sensory demands can include to spend an adequate amount of time with use of a computer and may experience eye strain and occasional headaches.

Mental Demands

The employee will have to manage a number of requests and projects at one time. They must be aware of MHC business in the communities and all relevant legislation, policies, and procedures. Must be available and accessible to the Executive Director for call-ins and for evening/weekend work. The employee must be prepared to deal with emergencies and stressful situations at any time. Will need excellent organizational, time and stress management skills to complete tasks.

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.

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.