



INTERNAL/EXTERNAL POSTING EMPLOYMENT OPPORTUNITY

Position: Youth Inquest Assistant

Matawa First Nations is a progressive Tribal Council of nine Ojibway and Oji-Cree Northern Ontario First Nations. The Matawa Education Department delivers a variety of education programs and services for Matawa First Nation schools.

Matawa Education Department and Matawa Safe Sobering Site invites applications for the position of Youth Inquest Assistant with the Matawa Education and Care Centre (MECC). Reporting to the Matawa Education Executive Director, the Youth Inquest Coordinator, the Principal and the Vice Principal, the Youth Inquest Assistant will support the implementation of the recommendations and related activities delivered by the Jury for the Thunder Bay Seven Youth Inquest as they pertain to Matawa First Nations Management (MFNM), Matawa First Nations communities, Matawa Education Department (MED), and the Matawa Education and Centre (MECC).

Qualifications / Requirements:

Knowledge

The incumbent must have proficient knowledge in the following areas:

- 2+ years of education-related work experience;
- Diploma or Bachelor's Degree in Business Administration, Education, Community Services (Social Worker, Social Service Worker, Child & Youth Care, Native Child and Family Services); or equivalent community work experience;
- Knowledge and understanding of First Nation education including issues, challenges, and delivery models;
- Jury Recommendations for the Thunder Bay Seven Youth Inquest;
- Ability to speak Ojibwe and/or Oji-Cree;
- Knowledge of local programs and services for youth;
- Ability to maintain a high level of confidentiality;
- Coordination of meetings and conferences.





Skills

The incumbent must demonstrate the following skills:

- Facilitation of meetings and focus groups;
- Presentations, including oral presentations and use of media (eg. PowerPoint, Prezi);
- Effective communication, both written and oral;
- Organizational skills;
- Stress management;
- Note taking abilities;
- Interpersonal;
- Conflict resolution;
- A valid driver's license for the Province of Ontario.

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of Youth Inquest 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 travel extensively to remote/isolate communities;
- 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).

The successful applicant will be required to submit a current Criminal Record Check and TB skin test.

Matawa First Nations Management has adopted a COVID-19 Vaccination Policy by which all staff who are eligible must be fully vaccinated. If you have any questions or concerns regarding this, please contact us.





We offer competitive salary and benefits commensurate with education and work experience. This position will be based in Thunder Bay with some travel required to Matawa First Nation communities. This is a contract position to March 31, 2023, with a possibility of extension, pending funding and a successful performance review.

For additional information, including specific qualifications for the position, please visit the Matawa website: www.matawa.on.ca.

Please submit a cover letter with resume and three employment references to:

Sharon Nate, Executive Director: Education Department
Matawa First Nations Management
RE: YOUTH INQUEST ASSISTANT
200 Lillie Street North
Thunder Bay, ON P7C 5Y2

Fax: (807) 768-3301
Email: education@matawa.on.ca

We thank all applicants for their interest in working with Matawa First Nations; however, only those selected for an interview will be contacted.

Application Deadline: May 17th, 2022 @ 4:30 p.m. EST





Matawa
EDUCATION & CARE CENTRE

