

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Matawa Student Care Centre Crisis Worker

PURPOSE OF THE POSITION

Matawa First Nations Management is a Tribal Council with a membership of nine (9) Ojibway and Cree First Nations communities in the Nishnawbe Aski Nation territory. The Matawa First Nations Management provides technical and professional advisory services and programs to its member First Nations.

The Crisis Worker provides support and assistance with an effective, coordinated response to people who are experiencing incidents related to social/emotional or mental health crisis. The position is based in the Matawa Student Care Centre and focuses on Matawa youth living there full time. The Crisis worker will use their expertise and skills to mitigate crisis situations and use sound judgement when dealing with youth in crisis.

SCOPE

Under the supervision of Executive Director and the Matawa Care Centre Manager, the crisis worker will facilitate the response to Matawa youth experiencing crisis and requesting for supports. The position will primarily work through the Matawa Student Care Centre to provide support, technical advice, advocacy, and coordination of crisis response, services and supports to communities and its members.

The Crisis worker will be subjected to highly confidential material in relation to the MSCC, student information. The Crisis worker shall conduct themselves in a highly professional manner and must adhere to the appropriate guidelines regarding confidentiality as per Matawa First Nations Policies and Procedures and the MSCC Policy and Guidelines.

RESPONSIBILITIES

1. To be available to work night shifts and respond in a professional manner to youth in need after hours.
2. To ensure documentation of crisis events and services provided by the crisis worker or mental health team. (I.e. *accurately document all youth seen and track all services provided at the community level, including collection of statistics on number of people who need counselling, number of referrals, number of follow-ups and other services provided.*)
3. To assist in the development and maintenance of a student Crisis Team Response, Management and/or Emergency Plan.
4. To attend training and team meetings as required.
5. To assist in the organization and coordination of community workshops and/or presentations on safety, suicide prevention, traditional family values, family violence prevention, etc. as needed.
6. To liaise and network with organizations/agencies and consultants who deal with crisis management and other social emergencies.
7. To provide administrative and/or technical support as required.
8. To assist in providing coordination, monitoring and technical support to other Matawa Education or Care Centre programs as required.
9. To perform other duties that relate to crisis management, family violence and suicide as required or requested.

Matawa First Nations Management has adopted a COVID-19 Vaccination Policy by which all staff who are eligible must be fully vaccinated. The incumbent 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*) and must provide Health Canada’s proof of vaccination (*vaccine receipt or enhanced vaccine certificate*).

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Extensive knowledge of Matawa First Nations communities
- Extensive knowledge of crisis providers, crisis and emergency response plans
- Strong understanding of First Nations communities' culture, traditions and practices
- Extensive knowledge and understanding of youth mental health and suicide

Skills

- College diploma in a Health Field and/or Social Work; or Grade 12 equivalent with 3-4 years of work experience in crisis management or related social work, mental health and addictions field
- Practical experience in crisis team management, counselling, critical incident/trauma intervention and/or debriefing
- High level of written and oral communication
- Proficient in computer use-power point, excel, graph, etc.
- Excellent skills in abilities in coordination and organizing
- Skills in basic counselling and client case management
- Ability to work in high stress level and work with workers in crisis situations

Personal Attributes

- Consistency
- Tasks and results
- Availability and open communication
- Accountability and transparency
- Cultural awareness and sensitivity
- Flexible

WORKING CONDITIONS

Physical Demands

The Crisis Worker will travel throughout the region in all types of weather. They may have to work odd or long hours at a time to complete special requests or projects. The Crisis Worker may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Student Care Centre may be a busy facility. The Crisis Worker may 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 member First Nation leaders and members. They 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

The Crisis Worker may experience sensory demands that can include reading and use of the computer, which may cause eyestrain and occasional headaches. The MSCC may be noisy and busy, making it difficult for the Assistant to concentrate.

Mental Demands

The Crisis Worker will have to manage a number of requests and projects at one time. The Crisis Worker must be aware of all Tribal Council business in the community and any and all relevant legislation, policies and procedures. The Crisis Worker 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.