

MATAWA FIRST NATIONS MANAGEMENT



Matawa
EDUCATION & CARE CENTRE

Job Description

Student Safety Support Coordinator

PURPOSE OF THE POSITION

Reporting to the Executive Director of Education, the Matawa Education and Care Centre (MECC) Principal, and Vice Principal, the **Student Safety Support Coordinator (SSSC)** helps create and support safe learning and living environments for Matawa students attending the MECC and provincial high schools in Thunder Bay.

The SSSC will work closely with the MECC Programs Administrator, Youth Inquest Coordinator, Mental Health Coordinator, and MECC Administration in the on-going implementation and development of safety measures for Matawa youth living in Thunder Bay.

SCOPE

The Student Safety Support Coordinator will ensure new students transitioning into Thunder Bay, and current enrolled students have the opportunity to be involved with a broad range of activities and projects designed to improve and enhance the student experience as it relates to wellbeing and safety, while providing the appropriate tools and supports. As such, the person in this position will be responsible for developing and distributing a handbook to new and returning students that outlines MECC programs, annual events, services, next level supports and contact information. The SSSC will also develop additional resources, ensuring the information is accurate, easy to read, printed and distributed to all MECC youth.

The SSSC will coordinate with the MECC Mental Health Wellness team, Choose Life Coordinator, Elders, Cultural Workers and MECC Administration in the development of prevention and intervention programs specific to students' safety and wellness needs. Further, they will develop partnerships with provincial school boards and other partners in joint student safety measures and initiatives.

The SSSC will oversee the MECC website to ensure program descriptions are up to date and communicated to Matawa students and communities accurately.

The SSSC will be subjected to highly confidential material in relation to the MECC, student information, assessments, etc. The SSSC shall conduct him/herself in a highly professional manner and must adhere to the appropriate guidelines regarding confidentiality as per the MECC Policy and Guidelines.

RESPONSIBILITIES

Main Activities:

- Work with the Principal, Vice Principal and school Administration to provide flexible access to school media resources;
- Educate students on health and safety issues and advocate for wellness services;
- Enhance efforts and supports for students in pursuit of a healthier and more informed experience;
- Provide administration of and coordination of program activities and services for students;
- Attend and participate in staff meetings and professional development seminars while representing the program at various community and student functions;
- Counsel and confer with students providing program procedures, policies, goals and objectives, technical guidance and problem resolution;
- Develop and produce program advertising, promotional material for programming and upcoming events;
- Liaise with program students, faculty, staff and administration and external constituencies in facilitating program objectives;
- Perform a needs assessment, evaluate and analyze student support services effectiveness while providing recommendations and taking appropriate action to ensure efficiency and accuracy;
- Prepare reports as needed while maintaining a record of program usage;
- Identify potential promotional partners to assist in facilitating event business objectives;
- Collaborate on events, workshops and resources for students and staff;
- Facilitate effective meetings, make presentations in an effort to provide guidance to students, teachers and staff;
- Develop a positive rapport with students, parents, teachers and staff;
- Assist students in the development of appropriate behaviour and an appreciation of an inclusive, diverse environment;
- Maintain and distribute a Resource Guide in the school
- Perform other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- 5+ years education related work experience;
- Bachelor's degree in Education and/or degree or diploma in Business, Marketing or equivalent community work experience;
- Knowledge of First Nation Education and Mental Wellness, Challenges, and Delivery models;

- Experience working with First Nation youth;
- Excellent interpersonal and communication skills;
- Experience with administration including record keeping, budgeting and reporting;
- Knowledge and understanding of First Nation education;
- Ability to work effectively with staff, parents or guardians, and administration;
- Fluency in Ojibway or Oji-Cree is considered an asset;
- Ability to maintain a high level of confidentiality.

Skills

The incumbent must demonstrate the following skills:

- Experience in crisis intervention and trauma informed care;
- Experience working with First Nations students or youth in crisis
- Excellent oral and written communication skills;
- Demonstrated interpersonal and leadership skills;
- Experience with administration including record keeping and reporting.

Personal Attributes

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

- Must be able to perform work duties with minimal supervision;
- Valid Ontario driver's license;
- Must be willing to travel as required;
- Must provide a current Criminal Record Check with vulnerable records check and tuberculosis skin test.
- 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).

WORKING CONDITIONS

Physical Demands

The Student Safety Support Coordinator may have to travel throughout the community 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 SSSC 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 SSSC may have to manage a number of projects at one time, and may be interrupted frequently. The SSSC 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.

Mental Demands

The SSC will have to manage a number of requests and projects at one time. They must be aware of Tribal Council business in the communities 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/> <p>Employee Signature</p> <hr/>	<hr/> <p>Supervisor's Title</p> <hr/>
<hr/> <p>Printed Name Date</p>	<hr/> <p>Supervisor's Signature Date</p>
<p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<hr/> <p>Chief Executive Officer's Signature Date</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p>	

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.