



# **MATAWA HEALTH CO-OPERATIVE**

## **ADULT MENTAL HEALTH COUNSELLOR**

### **JOB DESCRIPTION**

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

*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).*

## **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 Adult Mental Health Counsellor will work closely 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.

## **SCOPE**

The Adult Mental Health Counsellor will provide mental health and wellness support specifically to First Nation members residing in the Matawa communities. This role will offer preventative mental health service delivery and programming from a holistic perspective; seeking to address all areas of wellness including: physical, mental, emotional, and spiritual.

## **RESPONSIBILITIES**

- Provide solution-focused counselling services to Matawa members who are in Thunder Bay as well as the Matawa First Nation remote communities;
- Support Matawa members in addressing mental health issues that may include but are not limited to: trauma, grief and loss, depression/anxiety, self-harm/suicide prevention services, harm-reduction, safety planning, and substance misuse and addictions;
- Case management skills (scheduling and managing appointments, home visits, and wellness checks which may be in person and/or virtually);
- Advocacy and assistance with system navigation, support, and referrals (coordinate and network with community services and supports to provide members with services that address their individualized needs);
- Connect members to culturally relevant supports as requested/needed;
- Maintain accurate and confidential client records electronically and in a timely manner;
- Follow duty to report requirements as necessary;
- Plan, coordinate, and deliver/facilitate culturally relevant mental health and wellness programming for Matawa members. Flexibility with delivery and facilitation of programming is required as this may be done in person, hands-on/land-based, or online/virtually;
- Maintain competency throughout ongoing mental health and wellness activities and/or programming, and act as a resource person to Matawa members;
- Resource development: supporting Matawa members with culturally appropriate mental health and wellness resources and materials;
- Work collaboratively with MHC’s Mental Health Team and Health Promotion Educator;

- Work as part of a multi-disciplinary team (includes but is not limited to MHC Staff, Chief & Council, Matawa Health Directors, Crisis Teams and Workers, Choose Life Workers, Youth Workers, Elders and Traditional Knowledge Keepers);
- Participate in regular supervision and team meetings as required;
- 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 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:

- Self-starter who is able to effectively work independently and/or as part of a team;
- Highly adaptable and able to work in a fast-paced environment, while demonstrating appropriate discretion, judgement and problem-solving skills;
- Strong interpersonal and communications skills (written and oral) and an ability to establish and maintain rapport effectively with clients and partners;
- Highly organized, capable to multi-task and manage time effectively;
- Proficiency in computer skills and technology-based applications: word processing/Microsoft Word, Outlook/email, electronic databases, etc.;
- Ability to think critically and without prejudice;
- Advocacy skills.

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of Mental Health Counsellor. The incumbent must also demonstrate the following personal attributes

- Organizational and planning skills
- Demonstrate sound work ethics
- Attention to detail and accuracy
- Must be able to perform work duties with minimal supervision
- Must be able to work as part of team

## **QUALIFICATIONS AND REQUIREMENTS**

The incumbent must have proficient knowledge in the following areas:

- Bachelor's degree in Social Work or related field;
- Diploma related to the area of Social Work will be considered (e.g., Indigenous Services, Native Child & Family Services, Social Service Worker);
- Registration with College of Psychotherapy or College of Social Workers/Social Service Workers or another recognized professional counselling college;
- At least 2 years' experience working with Indigenous populations in a social services field;
- Valid Class G Driver's License and must be willing to provide a police criminal background check;
- Previous experience working with First Nations communities is an asset;
- Fluency in Cree, Oji-Cree, or Ojibway is an asset;
- Support system and self-care strategies in place to maintain own well-being

## **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

\_\_\_\_\_  
Supervisor's Title

\_\_\_\_\_  
Printed Name                      Date

\_\_\_\_\_  
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.

\_\_\_\_\_  
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.