



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

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 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 MHC Mental Health Team. The Mental Health & Addictions System Navigator will act as a resource person that will assist Matawa members with navigating and applying for services and/or resources based on their individual needs to enhance overall quality of life.

SCOPE

The Mental Health & Addictions System Navigator will act as a primary contact for both the MHC Mental Health team as well as Matawa members. They will assist clients with navigating complicated systems and offer support with the completion of submitting any required applications and documentation which might be required. They will work towards establishing positive working relationships and connections with other community resources/services, Matawa departments, First Nation organizations, as well as Canadian government (provincial and federal contacts).

RESPONSIBILITIES

- Act as a resource and support person to Matawa members and MHC staff as it pertains to inquiries that are related to system navigation;
- Provide support and advocacy to Matawa members as it pertains to system navigation (examples may include but are not limited to: Mental Health and Counselling Services, Healthcare, Substance Misuse/Addictions, Criminal Justice System, Income Support & Poverty Reduction, Shelter/Housing/Food Security, Identification, 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.);

- Work as part of a multi-disciplinary team by collaborating with other Matawa programs and services (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;
- Work in partnership with Matawa communities and their front-line staff (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;
- Maintain confidentiality at all times and follow duty to report requirements as necessary;
- Connect members to culturally relevant supports and services as requested/needed;
- Participate in supervision meetings to review cases/issues, receive education, direction, support and debriefing as needed;
- Develop and maintain respectful, cooperative working relationships with others;
- Participate in team meetings, professional meetings, conferences, and seminars;
- 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 and understanding of government funding and health coverage which is available to Indigenous populations, and how to access said funding and coverage;
- 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 instructions;
- 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;
- Demonstrates sound work ethics;
- Attention to detail and accuracy;
- Self-starter who takes initiative;
- Respectful, honest and demonstrates integrity;
- Flexible and punctual;
- Demonstrates cultural sensitivity and awareness.

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 working in the Social Services sector;
- Experience working with 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 geared 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 G Ontario Driver’s License and must be willing to provide a police criminal records/vulnerable sectors 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

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.