

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Matawa Student Care Centre Student Safety Support Liaison

PURPOSE OF THE POSITION

Reporting to the Executive Director; Education Department, and the Matawa Student Care Centre Manager, the Matawa Student Care Centre Student Safety Support Liaison (SSSL) shall provide supports, guidance and advocacy to current students residing in the Matawa Student Care Centre (MSCC). The SSSL is a key position that will require developing relationships with multiple stakeholders, including the Matawa community Education Authorities, parents, students and MECC/MSCC staff. The SSSL will coordinate with the MECC and MSCC Mental Health Wellness team, Student Care Centre Administration, 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, Thunder Bay Police, Thunder Bay Regional Health Sciences Centre, EMS and other community partners in joint student safety measures and initiatives.

The SSSL will work closely with the Care Centre Manager, 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 Liaison 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. Further, they provide a range of information related to the MECC/MSCC's programming and services, that enhance the students safety. The SSSL will reach out to Matawa youth to promote and encourage mental health wellness and access to education while developing individual supportive working plans. The SSSL will build healthy relationships between youth and community to address youth's urgent needs and advocating on their behalf. The SSSL must possess knowledge of the provincial and federal education systems as well as congregate care living situations, while having the ability to see the bigger picture in wellness.

Furthermore, as an integral member of the MSCC, the SSSL shall support students transitioning into the Matawa Student Care Centre and build strong partnerships with related services within the City of Thunder Bay and region. The SSSL will act as a resource for students and their families, by collaborating and networking with other First Nation organizations, provincial ministries, the federal government, and other professional and local agencies and organizations.

The SSSL will be subjected to highly confidential material in relation to the MSCC, student information, etc. The SSSL 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.

RESPONSIBILITIES

1. Main Activities

- Become familiar with the Matawa Student Care Centre's philosophy and programming;
- Develop healthy and sustained professional relationships with MSCC/MECC administration, education/care centre staff, mental health workers, Elders, students, education counsellors, Matawa First Nation communities, and applicable agencies and government organizations for the purpose of connecting with youth, sharing experiences, and promoting safety and life-long learning;
- Passionately advocate on behalf of the youth;
- Collaborate, participate and initiate with community partners, events, celebrations and ceremonies that promote education and success of students;
- Provide internal reporting as required with the preparation of reports and presentation materials for various audiences;
- Perform a needs assessment, evaluate and analyze student support services effectiveness while providing recommendations and taking appropriate action to ensure efficiency and accuracy;
- Attend and participate in staff meetings and professional development seminars while representing the program at various community and student functions;
- Connect students to additional resources and provide supportive services.
- Assist students in the development of appropriate behaviour and an appreciation of an inclusive, diverse environment;
- Network with the Matawa Education and Care Centre, St Joes Care Group and applicable agencies/organizations to support the ongoing development and implementation of student success planning as well as recommending wellness programs for the youth;

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Bachelor's degree or college diploma in one of the following areas: Community Services (Social Worker, Social Service Worker, Child & Youth Care, Native Child and Family Services, Health Services); or equivalent community work experience;
- Understanding and experience working with regional Indigenous communities and awareness of local cultural protocol
- Lived knowledge of the kinds of experiences students bring to the Matawa Education and Care Centre, including understanding of history and awareness of 'walking in two worlds'
- Knowledge and understanding of First Nation and Ontario education systems
- Ability to develop and sustain healthy relationships with various individuals and groups
- Experience and understanding of school success strategies and intervention models to support student success and learning at elementary and secondary levels
- Demonstrated ability to respond to the developmental needs of youth
- Demonstrated ability to be an advocate, problem-solving barriers to students
- Ability to maintain a high level of confidentiality
- Knowledge of Ojibway Cree or Oji-Cree is an asset

Skills

The incumbent must demonstrate the following skills:

- Exceptional verbal and written communication skills including working effectively with students, staff, faculty, Elders, First Nation communities, parents/guardians and other applicable organizations
- Excellent oral communication skills
- Demonstrated interpersonal and leadership skills
- Valid Ontario driver's license

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of a Student Safety Support Liaison. The incumbent must also demonstrate the following personal attributes:

- Must be able to perform work duties with minimal supervision
- Must be willing to travel as required
- Must provide a current Criminal Record Check and tuberculosis skin test

WORKING CONDITIONS

Physical Demands

The Student Safety Support Liaison 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 SSSL may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Education Department may be a busy work environment. The SSSL may have to manage a number of projects at one time and may be interrupted frequently. 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

Sensory demands can include reading and use of the computer, which may cause eyestrain and occasional headaches.

Mental Demands

The SSSL 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

Employee Signature

Printed Name Date

I certify that I have read and understand the responsibilities assigned to this position.

Supervisor's Title

Supervisor's Signature Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

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.