



**MATAWA HEALTH
CO-OPERATIVE**

**CHILD & YOUTH MENTAL
HEALTH & WELLNESS LEAD**

JOB DESCRIPTION

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 Child & Youth Mental Health & Wellness Lead will work closely with the Director of Mental Health Services, the Mental Health Team, and Matawa Health Cooperative staff. He/she will be responsible for overseeing our Child & Youth Mental Health Team as well as the implementation, evaluation and professional development of youth mental health programs/services. He/she will report to the Executive Director of the Matawa Health Co-operative.

SCOPE

The MHC Mental Health & Wellness Lead (Child & Youth) will oversee our Child & Youth Mental Health Team/Staff who service and provide mental health and wellness supports specifically to First Nation children and youth from the communities served by Matawa. He/she will oversee preventative mental health and wellness-based service delivery and programming from a holistic perspective; seeking to address all areas of wellness including: physical, mental, emotional, and spiritual. Service delivery must also take into strong consideration our Indigenous culture and traditional values.

RESPONSIBILITIES

Supervision & Support of Youth Staff:

- Acts as a role model; provides strong leadership and guidance to Child & Youth Mental Health Team/Staff. Demonstrates ability to build positive rapport and healthy working relationships with superiors, colleagues, and staff – while also demonstrating the ability to respectfully give constructive criticism in a way that encourages and promotes growth and skill development amongst staff;
- Supervises and directs the activities of Child & Youth Mental Health Team/Staff. Works with youth staff to ensure they are being given adequate support, supervision, and direction while also ensuring that all necessary performance evaluations are being completed in a timely fashion;
- Assists Child & Youth Mental Health Team/Staff with coordination, planning and scheduling of travel and travel itineraries;
- Oversees scheduling and time off requests (e.g., overtime, lieu time, annual/vacation leave, medical/sick leave, etc.) of Child & Youth Mental Health Team/Staff to ensure consistency, continuity of care, and ongoing maintenance of day-to-day operations and services.

Program Management & Development:

- Participates in the development policies and procedures and work instructions for Child & Youth Mental Health Team;
- Seeks input and feedback from our Matawa communities, Health Directors, leadership, as well as MHC Child & Youth Mental Health Team/Staff to ensure that our mental health services are responsive to the unique needs and requests of each Matawa community;
- Works in collaboration with MHC Director of Mental Health, Child & Youth Mental Health Team, and the EMR/Privacy Coordinator to ensure and maintain that all documentation, reporting, and forms are being created, collected and stored in a way that respects and honours client confidentiality and ethics;
- Works collaboratively with MHC Director of Mental Health and Child & Youth Mental Health Team to ensure ongoing program evaluation of youth mental health services is taking place. Seeks input and feedback in order to ensure we are consistently improving the quality of our youth services;
- Gives input and assists MHC Director of Mental Health with proposal development and submissions that will benefit and support youth services based on areas of need;
- Works with MHC Director of Mental Health & Child & Youth Mental Health Team to ensure necessary data and statistics are being inputted and collected as required;
- Ensures that service delivery is being delivered in compliance with regulations, policies, and procedures. Ensures that he/she remains up-to-date on any relevant changes to mental health regulations, laws, policies and standards which may impact service delivery. Ensures that Child & Youth Mental Health Team is aware of any necessary updates which impact service delivery and that they are acting in accordance with such;
- Works with the Director of Mental Health Services (and designated Board Members) in recruiting, and hiring qualified mental health staff. Recruits, screens and interviews, conducts reference checks and facilitates orientation/training for new youth hires;
- Provides any necessary updates to MHC's Executive Director, Director of Mental Health Services, Chiefs, and MHC Board Members as required/directed in a timely fashion. May be required to participate in Chiefs Meetings/MHC Board of Directors Meetings as requested;
- Schedules, coordinates and chairs team meetings and supervision as required;
- Routinely oversees and assists with any relevant patient issues or concerns by offering supervisory consultation as needed. Works collaboratively with Intake Worker as well as with Child & Youth Mental Health Team to ensure that documentation and follow-up is being adequately completed and inputted into our Electronic Medical Records (EMR) database system;
- Ensures that the Director of Mental Health Services remains informed of any/all critical incidences and updates that relate to: staffing issues, day to day operations, client/service delivery, travel, mental health state of Matawa communities, etc.;

- Participate in regular supervision and team meetings as required;
- May require 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;
- Broad knowledge in the areas of community mental health, prevention and promotion;
- Familiar with privacy, confidentiality, and duty to report;
- Knowledge of assessment tools and harm-reduction practices;
- Strong knowledge of practice regulations;
- Experience working with vulnerable populations;
- Knowledge of community support services, both in Thunder Bay and in the Matawa communities;
- Knowledge of First Nations culture, history, community-based services, geographic realities and social conditions within remote First Nations communities.
- Understands the impacts of intergenerational trauma on Indigenous communities and has a sound understanding of culturally relevant approaches to healing;
- Cultural Competency; Knowledge and understanding of Indigenous traditions and culture.

Skills

The incumbent must demonstrate the following skills:

- Excellent organizational and planning skills. Able to easily problem-solve and quickly re-route planning/establish alternate solutions as needed;
- Highly adaptable and able to work and remain calm in a fast-paced and unpredictable environment;
- Ability to triage and prioritize tasks needing their attention throughout any given work day based on which tasks are most urgent (taking priority) to least urgent;
- Self-starter who is able to manage their time effectively while tending to multiple projects/tasks at a time;
- Strong interpersonal and communications skills (written and oral);
- Proficiency in computer skills and technology-based applications: word processing/Microsoft Word, Outlook/email, electronic databases, etc.;
- Familiarity with Electronic Medical Records (EMR) /PS Suite database considered an asset. Alternatively, ability to shadow, learn and easily apply newly learned skills in order to navigate electronic database(s) with comfortability;
- Ability to collect and analyze data and statistics as required.

Personal Attributes

The incumbent must demonstrate the following personal attributes:

- Excellent leadership and team management skills;
- Ability to look at and respond to situations objectively and fairly;
- Flexible and able to manage stress;
- Self-driven and solutions-oriented individual;
- Ability to train and coach others;
- Ability to facilitate challenging conversations with others in a diplomatic and respectful fashion;
- Ability to set healthy boundaries;
- Organizational and planning skills;
- High degree of accuracy and attention to detail;
- Demonstrates sound ethics (personally and professionally);
- Ability to perform work duties with minimal supervision;
- Ability to work as part of a 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 Social Workers/Social Service Workers or another recognized professional counselling college;
- Two years of experience working in a mental health related field in a supervisory role;
- Two years of experience working with Indigenous populations in a social services field;
- Valid G Class Driver's License (Ontario) and must be willing to provide a police criminal backgroundcheck;
- 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;
- Must be able and willing to travel to Matawa First Nation communities when required;
- 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 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 often be required to do hands-on work with community members, which will require that they are physically capable of being on their feet/active for long periods of time.

Environmental Conditions

The Matawa work environment can often be busy. 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. Additionally, the employee may be required to attend, participate in, and facilitate events which will require that they are able to tolerate and manage themselves professionally in environments which can often be extremely busy and noisy. 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. They must be available at times to work flexible workdays/hours. 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.

Additionally, given that the employee will be working in the field of Mental Health; the employee should be prepared to encounter situations where they may be personally triggered by scenarios they encounter professionally and/or information that is disclosed to them. As such, it is imperative that employees have effective and healthy coping strategies implemented in their day-to-day lives in order to manage the stress they may potentially encounter throughout their work-day both during and after work-hours.

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.