



# **MATAWA HEALTH CO-OPERATIVE**

## **MENTAL HEALTH PROMOTIONS RESOURCE WORKER (YOUTH) 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 Mental Health Promotions Resource Worker (Youth) 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 MHC Mental Health Promotions Resource Worker will provide mental health and wellness support specifically to First Nation children and youth from the communities served by Matawa. This role will be responsible for the development, planning, and delivery of mental health and wellness-based programming and events as well as the development, distribution, and promotion of mental health and wellness-based resources and materials to Matawa members. All of this must be done so from a holistic perspective; seeking to address all areas of wellness including: physical, mental, emotional, and spiritual. Planning and development must also take into strong consideration our Indigenous culture and traditional values.

## **RESPONSIBILITIES**

- Develop, plan, and deliver mental health & wellness-based programming and/or events to Matawa children and youth who are in Thunder Bay as well as the Matawa First Nation remote communities. Flexibility with delivery and facilitation of programming is required as this may be done in person, hands-on/land-based, or online/virtually;
- Develop, distribute, and promote mental health and wellness-based resources and materials that are focused on delivering education and awareness to our Matawa children, youth, families, and caregivers on a variety of topics which may include but are not limited to: trauma, grief and loss, depression/anxiety, suicide prevention, harm-reduction, and substance misuse and addictions;
- Seek input and feedback from our Matawa communities, their leadership and front-line staff as well as their trusted Elders and Traditional Knowledge Keepers to ensure that we are offering programming, resources, and information that is responsive to the unique needs and requests of each community;
- Delivery of mental health and wellness-based presentations & workshops;
- Build and establish collaborative working relationships with Elders and Traditional Knowledge to ensure that we are incorporating their presence and input into programming content and materials;
- Work to establish an on-line presence on social media platforms that represents our Mental Health Team as well as our services;
- Maintain competency throughout ongoing mental health and wellness activities and/or programming, and act as a resource person to Matawa children and youth;

- Work as part of a multi-disciplinary team/ work collaboratively with MHC's Mental Health Team, Youth Staff as well as MHC's Health Promotions Educator;
- 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:

- Foundational knowledge and/or background (education/experience) in Social Services/Social Work;
- Familiar with creating and facilitating programming as well as development of resources and materials;
- Experience with planning, organizing and running events;
- Familiar with privacy, confidentiality, and duty to report;
- 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;
- Cultural Competency.

### **Skills**

The incumbent must demonstrate the following skills:

- Easily able to 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 environment;
- Self-starter who is able to effectively work independently as well as part of a team;
- 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.;

### **Personal Attributes**

The incumbent must demonstrate the following personal attributes:

- Creative;
- Excellent Leadership;
- Organizational and planning skills;
- Outgoing, strong group facilitation, public speaking and presentation skills;
- High degree of accuracy and attention to detail;
- Demonstrate sound ethics (personally and professionally);
- Must be able to perform work duties with minimal supervision
- Must be willing to work in a team like setting

## **QUALIFICATIONS AND REQUIREMENTS**

The incumbent must have proficient knowledge in the following areas:

- Diploma related to the area of Social Work (e.g., Indigenous Services, Native Child & Family Services, Child & Youth Care, Social Service Worker);
- Minimum of 2 years' experience working with Indigenous children, adolescents and/or families in a social services field;
- Experience with planning and facilitating programming considered an asset;
- Valid G class driver's license (ON) 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.
- 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 whilst doing front-line work. 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

\_\_\_\_\_  
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.

\_\_\_\_\_  
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.