

MATAWA FIRST NATIONS MANAGEMENT



Job Description

MSCC Elder

PURPOSE OF THE POSITION

Reporting to the Executive Director and the Matawa Care Centre Manager, the Matawa Student Care Centre (MSCC) Elder provides the spiritual and cultural guidance and support required for a holistic approach to student care and wellbeing, and for students to follow Mino-Bimaadziwin (The Way of a Good Life).

SCOPE

As a member of the MSCC, the MSCC Elder provides support to students through the use of cultural knowledge, practices and traditions. The Elder links the home community, school, students and First Nations language and culture by promoting cultural awareness and understanding, language acquisition and retention, guidance and counselling, and assisting MSCC staff with adapting Crisis response methods, resources and teaching practices for Aboriginal perspectives.

The MSCC Elder will work evening and weekend hours to provide supports to students living within the Matawa Student Care Centre. The students may attend the Matawa Education and Care Centre, or any provincial school within Thunder Bay.

The Elder may work on a rotating schedule or be a “live in” elder that has their own room within the Matawa Student Care Centre during their scheduled week. This type of support offers a wrap around care for students who are in crisis and may need the wisdom and assistance of an Elder.

RESPONSIBILITIES

1 Provide cultural and spiritual education and support

Main Activities

- Transmit, or facilitate the transmission of, cultural knowledge through the practice and explanation of traditions, including ceremonies, as appropriate
- Provide, or facilitate, traditional teachings and life skills
- Promote Aboriginal language acquisition and retention
- Provide guidance and mentoring to, or facilitate the guidance and mentoring of, students, their families, and/or school staff as needed and as appropriate
- Provide team building and conflict resolution through sharing circles

2. Provide school programming and staff support

Main Activities

- Provide expertise, or facilitate the use of knowledge keepers, in areas of traditional knowledge being taught
- Review resources for Aboriginal content and perspectives appropriateness

3. Administrative

Main Activities

- Maintain a daily journal of activities, meetings, work tasks, etc.
- Provide reports (e.g. types of workshops or circles hosted or facilitated, number of students receiving services, etc.)

4. Other Duties

Main Activities

- Participate in applicable training
- Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Traditional and/or cultural and/or Indigenous spiritual teachings
- Cultural history (e.g. stories/history from past generations, clan system, etc.)
- Sharing circles
- Confidentiality requirements within a school and office environment
- Computer literate in the use of a variety of office software (e.g. e-mail, Word, PowerPoint), preferably in an Apple environment

Skills

The incumbent must demonstrate the following skills:

- Life skills/Mino Bimaadiziwin
- Traditional skills (e.g. medicines, bushcraft, harvesting, beading, clothing/footwear making, birch bark/willow baskets, etc.)
- Effective communication skills in Ojibway, Oji-Cree, or Cree and English
- Facilitating conflict resolution
- Team building skills
- Stress and time management skills

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of Elder. The incumbent must also demonstrate the following personal attributes:

- Ability to work evening and weekend hours, or be a “live in” for biweekly shifts.
- Ability to work well with a variety of people from a variety of different backgrounds (students, school staff, Education Department staff, general public, etc.)
- Ability to adjust to changes
- Ability to work well with minimal supervision

Matawa First Nations Management has adopted a COVID-19 Vaccination Policy by which all staff who are eligible must be fully vaccinated. The incumbent 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*) and must provide Health Canada’s proof of vaccination (*vaccine receipt or enhanced vaccine certificate*).

WORKING CONDITIONS

Physical Demands

The MSCC Elder 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 MSCC Elder may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The MSCC may be a busy facility. The Elder may have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of member First Nation leaders and members. The Elder 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 eye strain and occasional headaches. The office environment may be noisy and busy making it difficult for the Elder to concentrate.

Mental Demands

The Elder will have to manage a number of requests and projects at one time. They must be aware of all Tribal Council business in the community 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.