

MATAWA FIRST NATIONS MANAGEMENT



Job Description
Awashishewiigihiwaywiin

Transitional Housing Worker

PURPOSE OF THE POSITION

Matawa First Nations are nine independent First Nations who have come together to address the high number of Matawa First Nation children in care in First Nation communities and in the city of Thunder Bay, which are taking a toll on individuals, families and communities in both the short and long term.

Matawa First Nations Chiefs called for the development of community-based, culturally appropriate and responsive care models for children with a focus on prevention and family reunification.

The purpose of this position is to provide Transitional Housing in a 6 unit living space for Matawa families and support the administrative needs of the program.

SCOPE

Transitional Housing Support Workers will support Matawa families in a culturally rooted, holistic way, to assist families in stabilization and working towards independent accommodations. The workers will field inquiries, and complete basic intakes for clients. They will assist in the safety and security of the residence and assure families are adhering to program guidelines and rules. They will also assist with administrative tasks .

RESPONSIBILITIES

- Help to build and encourage community atmosphere
- Train Residents on program policies, protocols and procedures
- Enforce company and program policies, protocols and procedures
- Enforce Resident House Rules
- Foster and encourage a comfortable homelike environment
- Document all interactions with clients; Monitor resident passes and visitors
- Follow ethics policy regarding “professional relationships with residents”
- Notify the Case Manager or Program Director of rule violations and any other immediate concerns.
- Maintain the safety of the house by ensuring all security protocols are followed
- Empower families to articulate their needs and goals, to advocate for themselves.
- Provides assistance to clients to settle into temporary housing like household duties including but not limited to cooking, cleaning, medication management, budgeting etc.
- Evaluates and provides appropriate crisis support and interventions to clients.
- Collaborates with family support workers to complete a circle of care
- Ensures proper documentation by keeping an accurate and up to date records of clients
- Maintains confidentiality of information
- Advocate for families, and work with families in ways that are more holistic and culturally competent.
- Ensure Indigenous culture, traditions, and values are included in all aspects of service delivery in a holistic manner and respectful of the Community Member’s needs to promote their healing.
- Build trust with families and develop a dependable and reliable relationship.
- Discuss concerns identified by families with relevant service providers to explore possible ways to work more effectively.
- Teach/inform families of their rights, roles and responsibilities.
- Proven ability to ensure confidentiality, and show respect, patience and empathy towards Community Members.
- Demonstrate initiative and work within established procedural guidelines as needed.

- Other duties as assigned.

CONDITION OF EMPLOYMENT

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).

KNOWLEDGE, SKILLS AND ABILITIES

Qualifications:

- Working knowledge of MS Office Software, internet, and general office equipment.
- Valid G Class Driver's License.
- Valid current vulnerable sector criminal records check and, First Aid/CPR.
- Ability to work flexible hours.

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Strong communicator - excellent written, oral, and facilitation skills.
- Experience working with Indigenous Peoples and Communities, knowledge of Indigenous cultures, traditions, and family dynamics. Proven analytical and problem-solving skills.
- Ability to create and maintain a confidential, welcoming, friendly and safe environment for Community Members.
- Knowledge of and established relationships with other service agencies, ability to network and create/maintain these relationships.
- Strong organizational/time management skills with an ability to plan ahead define measurable objectives and outcomes and meet objectives in a timely manner.

Skills

The incumbent must demonstrate the following skills:

- High level of written and oral communication skills;
- Communication skills in a dialect of Matawa area; is an asset;
- Excellent interpersonal and teamwork skills;
- Proficient use of computer and programs;
- Ability to make decisions, complete tasks with minimal guidance and supervision;

Personal Attributes

- Consistency;
- Availability, flexibility and open communication;
- Accountability, transparency and confidentiality;
- Cultural awareness and sensitivity;

- Respect, honesty and integrity;
- Excellent communicator.

WORKING CONDITIONS

The position may require the incumbent:

- 24 hour operations and will require a rotating shift work schedule

Physical Demands

The Transitional Housing Support Worker will have to travel throughout Thunder Bay in all types of weather conditions. They may have to lift, carry and manage supplies. This is a shift work position with a rotating schedule. The Transitional Housing Support Worker may have to spend long hours sitting and using office equipment, computers and attending to residents needs.

Environmental Conditions

The Family Transition Units may be a busy facility. The Transitional Housing Support Worker may have to manage a number of projects at one time and may be interrupted frequently. He/She may find the environment to be busy, noisy and will need excellent organizational, time and stress management skills to complete the required tasks.

Sensory Demands

The position may require the incumbent:

- to a high volume of reading documents and may encounter eye strain and occasional headaches.
- Around the clock work schedules

Mental Demands

The position may require the incumbent:

- to encounter high mental stress, dealing with crisis situations.

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.

(Job Title)'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.