

MATAWA FIRST NATIONS MANAGEMENT



Job Description IRS/IDS Survivors Healing Program Coordinator

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

The purpose of the position is to develop a Matawa First Nations Management (MFNM) specific program that will focus on healing ongoing intergenerational traumas associated with Indian Residential School and Indian Day Schools (IRS/IDS). It is in response to the National Day of Truth and Reconciliation by honouring IRS/IDS Survivors, intergenerational Survivors and remembering the children who did not return home. Additionally, it is mandated by a July 28, 2022 Matawa Chiefs Council (MCC) [resolution](#) with regards to addressing re-triggered intergenerational trauma which has become an increasing experience of the people of Matawa.

SCOPE

The Indian Residential Schools and Indian Day Schools (IRS/IDS) Survivors Healing Program Coordinator (IRS/IDS-SHPC) position will work under the day-to-day supervision of the MCC's Political Advisor with overall accountability to the MFNM Chief Executive Officer.

RESPONSIBILITIES

The IRS/IDS-SHPC will be responsible for the development and implementation of a workplan that will include, but will not be limited to:

1. Identification of Top Priorities and Areas for Action:

- Allocating a portion of time to conduct preliminary research on best practices throughout Canada
- Identify IRS/IDS intergenerational trauma Survivors in Matawa and engage them in identifying a shared path forward (and completed workplan) based on six areas of focus in the Truth and Reconciliation Commission of Canada's 94 Calls to Action to "redress the legacy of residential schools and advance the process of Canadian reconciliation," which include:
 - Education, Awareness, and Truth Telling
 - Healing
 - Commemoration
 - Research Support
 - Policies, Regulations, and Legislation
 - Accountability

2. Prioritization of Healing as an Immediate Area for Action

- Advocating for opportunities of Survivors and intergenerational Survivors to share about the impacts of IRS/IDS and to connect with youth to enable knowledge transfer and cultural continuity;
- Advocating for increased access to counselling and mental health supports to support healing and address unresolved trauma;
- Advocating for increased access to harm reduction supports, substance use counselling, detox and treatment centres, and aftercare supports.

3. Advocacy and Awareness

- Serving as a point of contact for Survivors, providing support, referrals, information, advocacy, and systems navigation;
- Identifying gaps in services for Survivors and acting as an agent of change to fill those gaps;
- Serving on various committees, working groups, task forces, and participating in initiatives and projects to support and create positive change for Survivors and their families;
- Contributing to the network of partners, collaborators, and supporters to provide holistic support for Survivors and their families;
- Organizing MFNM commemorative events to honour IRS/IDS intergenerational trauma Survivors;
- Launching an educational campaign that raises awareness about Matawa First Nations experiences in IRS/IDS, and shares perspectives on truth and reconciliation;
- Development and dissemination of information on the specific experience of Survivors in Matawa using a number of lenses including what is intergenerational trauma, how it affected different generations, educational outcomes, etc. and having these experiences compiled in a written collection;
- Assist MFNM departments in contributing interdepartmentally as part of their annual workplans

4. General

- Becoming a key source of relevant information on the issue of addressing re-triggered intergenerational trauma due to attendance at IRS/IDS;
- Tracking project deliverables, resources, expenditures and prepare and submit all required project reports;
- Assisting with the preparation of general correspondence and reports as required;
- Compiling and analyzing data and information to produce progress and annual reports;
- Attending meetings as requested and required;
- Providing regular briefings to the MCC;
- Assisting with the preparation of proposals and funding applications for various programs or projects as required;
- Adhering to the MFNM Quality Management System requirements and participate in the maintenance and advancement of standards;
- Supporting MFNM programs & services and the Matawa First Nation communities;
- Traveling to road-access or remote (air accessible) communities as required and;
- Performing additional duties as requested or required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- A post-secondary degree related to social science, political science, public policy, or public administration;
- A minimum of 2 years of positive experience working with Indigenous Peoples and/or First Nation programs and policies.
- Or, an equivalent combination of education, training and experience acceptable to the employer.

Skills

The incumbent must demonstrate the following skills:

- Ability to utilize Microsoft Office Suite and Apple-based applications;
- Proven exceptional verbal and written communication skills for a variety of audiences on a broad range of topics;
- Ability to translate and present technical language in terms that non-specialists can comprehend;
- Advanced Research and Documentation;
- Interviewing a variety of people;
- Project management;
- Excellent inter-personal skills and ability to work in a team environment and interact with media personnel, the general and culturally diverse public, service providers and dignitaries.

Personal Attributes

The incumbent must maintain strict confidentiality and must also demonstrate the following personal attributes:

- Strategic Thinker;
- Relationship Builder;
- Planner and Coordinator;
- Consultative and Collaborative;
- Values Diversity;
- Highly motivated and ability to meet tight and demanding time-lines with multiple projects;
- Exceptionally organized and excellent time management;
- Self-motivated and an ability to work with little supervision;
- Pays great attention to details and adheres to due diligence;
- Must be willing and able to travel;
- Capable to maintain confidentiality;
- Demonstrates a keen awareness and sensitivity to First Nation realities regionally and at the community level; and,
- An ability to speak Ojibwe, Oji-Cree or Cree is an asset.

Other Requirements:

- Sound knowledge of advocacy principles and practices;
- Effective networking, relationship-building and public speaking skills;
- Strong political acumen with the ability to work independently, collectively, and effectively with various types of organizations, levels of government, and stakeholder partners;
- Extensive knowledge of systemic barriers, community resources, system navigation, and referral options;
- Knowledge of the impacts of colonization, IRS/IDS, the 60's Scoop, MMIWG2S+, the child welfare system, and intergenerational trauma they caused;
- If the candidate is a member of a registered profession, candidate must be a member in good standing of their regulatory body.
- Must have a valid Driver's License as travel may be required;

Or, an equivalent combination of education, training and experience acceptable to the employer.

WORKING CONDITIONS

Physical Demands

The IRS/IDS-SPC may have to travel throughout the region in all weather. She/He may have to lift, carry and manage equipment and supplies. She/He may have to work odd or long hours at a time to complete special requests or projects. The IRS/IDS-SPC may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Building may be a busy facility. The IRS/IDS-SPC 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 Advisory Councils Coordinator 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 Matawa office at times may be noisy and busy making it difficult for the Advisory Councils Coordinator to concentrate.

Mental Demands

The IRS/IDS-SPC will have to manage a number of requests and projects at one time. She/He must be aware of all Tribal Council business in the community and any and all relevant legislation, policies and procedures. She/He 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

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name Date	<hr/> 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.
<hr/> 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.

LOCATION OF WORK:	233 Court Street South, Thunder Bay, Ontario, Canada
CREATED/LAST UPDATED:	November 29, 2023
BUDGET CODES:	