

MATAWA FIRST NATIONS MANAGEMENT



Job Description

MECC Mental Health Coordinator

PURPOSE OF THE POSITION

Reporting to the Executive Director of Education, the Principal, the Vice Principal, the Matawa Education and Center (MECC) Mental Health Coordinator will contribute to the academic and social experience of the school environment by addressing student mental health needs and issues. The MECC Mental Health Coordinator will ensure successful intervention protocols in such areas as attendance, health and wellness, social and emotional development, addictions as well as crisis intervention.

SCOPE

As a member of the MECC, the MECC Mental Health Coordinator shall provide professional direction and support to the MECC by identifying and implementing programs and strategies that support student and staff mental health and wellness. This will include professional development and training as well as providing assessment, coaching and mentoring for improved, coordinated, culturally safe, community-based and student-centered mental health and wellness programming.

The MECC Mental Health Coordinator will organize strategies for the development and implementation of effective mental health plans and approaches. In order to accomplish this, they will work closely with MECC staff, as well as Cultural Workers, Elders, On-Call Workers, Mental Health Workers, Student Support Workers, School Administration and Teachers. Further, they will assist in the development of student safety plans by working with parents, Boarding Parents, Education Counsellors, MECC staff and other service providers and agencies.

In addition, the MECC Mental Health Coordinator will assist with the collection and use of data to inform decision-making related to mental health and wellness programming within the school environment.

The MECC Mental Health Coordinator will be subjected to highly confidential material in relation to the MECC, its students, programs and partnership agreements. As such, the MECC Mental Health Coordinator shall conduct themselves in a highly professional manner and must adhere to the appropriate guidelines regarding confidentiality as per Matawa First Nations Management Policies and Procedures, applicable professional standards, the Privacy Act and the Education Act.

The MECC Mental Health Coordinator will work with the Matawa First Nation community schools to help prepare students with transitioning to secondary school in Thunder Bay. This will include assisting with student orientation prior to leaving the community as well as residing in Thunder Bay.

The MECC Mental Health Coordinator will liaise with community and social service organizations to form partnerships to support and enhance the school mental health program. This will include assisting in the development, design, monitoring and implementation of research partnerships and service providers.

RESPONSIBILITIES

1. Develop and implement Mental Health Programs for Matawa First Nation students attending secondary school in Thunder Bay.

Main Activities:

- Identify and review existing mental health related programs at the MECC;
- Identify and review existing mental health related partnerships at the MECC
- Maintain current and develop new partnerships to address student mental health needs;
- Assist in the development and creation of strategies, policies, protocols and programs to support mental health and wellness for Matawa First Nation students and staff;
- Coordinate programs and resources for mental health supports and services for Matawa First Nation students;

2. Provide services to Matawa First Nation students while attending secondary school in Thunder Bay.

Main Activities:

- Provide resources and support services as well as counselling to students who are experiencing social/emotional and behavioral difficulties and challenges;
- Referral services to community agencies, existing partners and/or applicable service providers;
- Collaborate with applicable stakeholders to address mental health and wellness needs of students;
- Prepare workshops and presentations for students promoting health and wellness;
- Collaborate with MECC Principal, Vice-Principal and staff when planning and conducting programs; and
- Maintain confidential student reports and assessments.

3. Leadership

Main Activities:

- Coordinate the efforts of the Cultural Workers, Elders, On-Call Workers, Mental Health Workers and Student Support Workers in relation to student mental health and wellness needs;
- Develop and enhance relationships with Matawa First Nation Education Authorities, parents and Education Counsellors;
- Liaise and develop partnerships with community mental health service providers;
- Assist in the professional development and training for MECC Education Staff, Education Counsellors and Education Authorities.

4. Perform related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- A degree in Social Work, School Psychology, or related discipline, and registration with a related professional governing body (e.g. Ontario College of Social Workers) or equivalent combination of education and experience (minimum of 5 years) related to the position;
- Extensive clinical experience working with children and youth in health promotion, prevention, intervention, and/or crisis intervention;
- Experience in strategic planning and development in mental health and wellness for First Nation students;
- Knowledge of mental health issues with First Nation youth;
- Experience and understanding of mental health strategies and intervention models to support student success in an academic setting;
- Ability to maintain a high level of confidentiality;
- First Nation Cultures and life styles;
- Knowledge and understanding of First Nation and Ontario education systems;
- Experience and understanding of evidence-based mental health strategies and intervention models to support students and staff at elementary and secondary levels;
- Demonstrated ability to work effectively with school staff, parents, administration, government and First Nation organizations;
- Ability to maintain a high level of confidentiality
- Knowledge of Ojibway, Cree or Oji-Cree is an asset

Skills

The incumbent must demonstrate the following skills:

- Excellent oral and written communication skills;
- Ability to maintain confidential student case notes and files;
- Interpersonal and leadership skills;
- Ability to facilitate presentations for training, workshops and group activities;
- Ability to maintain friendly public relations and partnerships;
- Ability to deal with stress and effectively manage time;
- Ability to take initiatives and decisions for the betterment of students;
- Strong critical thinking skills;
- Ability to multi-task; and
- Ability to facilitate the school mental health program.

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of MECC Mental Health Coordinator. The incumbent must also demonstrate the following personal attributes:

- Must be able to perform work duties with minimal supervision;
- Must be willing to travel as required;
- Must provide a current Criminal Record Check and tuberculosis skin test;
- 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)
- Must be able to work on call as required; and
- Valid Ontario driver’s license

WORKING CONDITIONS

Physical Demands

The MECC Mental Health Coordinator 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 MECC Mental Health Coordinator may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The MECC may be a busy facility. The MECC Mental Health Coordinator 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 MECC Mental Health 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 eyestrain and occasional headaches.

Mental Demands

The MECC Mental Health Coordinator will have to manage a number of requests and projects at one time. They must be aware of all Matawa Tribal Council business in the communities 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.