



EMPLOYMENT OPPORTUNITY

Position: Mental Health Intake Worker – full time

Background:

Incorporated in 2017, the Matawa Health Cooperative (MHC) is a Matawa First Nations owned and controlled health co-operative that provides health care services to enhance existing health services to achieve long-term health and well-being for all members within the nine (9) Matawa First Nations. It is overseen by a Board of Directors and is a member of the Health Care Co-operatives Federation of Canada. The MHC is community-driven with available services being tailored to individual community's needs. It is the first of its kind in Canada.

The MHC works to incorporate traditional healing and medicines in addressing the wholistic health needs of the Matawa First Nations focusing on the priorities of mental health and addictions, diabetes and chronic diseases.

The organization is accepting applications for **Mental Health Intake Worker**.

Position Summary:

The Intake Worker will provide clerical support to the Matawa Health Cooperative Mental Health Team. The Intake Worker will act as a first point of contact for screening, processing, and data input and tracking of mental health referrals and requests received to the program. On occasion will require data collection when referrals are missing required and relevant information. They will also assist Mental Health Team with appropriately tracking file closures. The Intake worker may assist the Mental Health Team with acquiring and obtaining client/patient consent for service when able to do so. Finally, the Intake Worker will also work in coordination with Matawa members, collateral contacts, and referral sources to provide follow up information and/or confirmation of receipt pertaining to referrals.

Specific Duties Include:

- Responsible for being a professional and supportive “first point of contact” for Matawa members seeking mental health and addictions services;
- Being comfortable to ask safety questions that assess whether an individual is at risk to harm themselves or others;
- Tracking application/referrals in order of priority and date of receipt in order to manage waitlists if and when necessary;
- Work as a member of an interdisciplinary team to conduct centralized intake functions (which may include, but is not limited to: initial screenings, ensuring referral meets eligibility criteria for service, assessing level of urgency and risk associated with referrals, collecting missing information/dates, tracking referrals, following up with referral source as needed, assigning referrals to appropriate mental health staff, and generally providing over-all support as it pertains to opening files for services as well as closing them);

- Working with collateral contacts who are often reaching out and submitting referrals on behalf of Matawa members in order to access mental health service (which may include, but is not limited to: Matawa community nursing stations, nurses /physicians, Matawa community front-line staff, Matawa partner programs, etc.);
- Being cognizant of any conflict of interests which may need to be taken into consideration;
- Assigning new applications/referrals to Mental Health Counsellors based on their community designation;
- Support Matawa members in accessing mental health services that may include but are not limited to: one-on-one counselling services (youth and adult), as well as support services that address trauma, grief and loss, depression/anxiety, self-harm/suicide prevention services, harm-reduction, safety planning, and substance misuse and addictions;
- Connect members to culturally relevant supports as requested/needed;
- Maintain accurate and confidential client records electronically and in a timely manner;
- Follow duty to report requirements as necessary;
- Work collaboratively as part of a multi-disciplinary team;
- Participate in supervision and team meetings as required;
- May require travel to Matawa First Nations communities, often by small aircraft;
- All other duties as deemed necessary by your immediate Lead/Supervisor.

Preferred Qualifications, Experience, Knowledge and Abilities:

The Mental Health Intake Worker must possess at minimum: a diploma related to the area of Social Work and/or Administration (e.g., Field related to an Indigenous specialization, Native Child & Family Services, Social Service Worker, Office Administration or Administrative Assistant, etc.). They must be fully vaccinated against Covid-19, have Standard First Aid & CPR, valid Class G Driver's License and must be willing to provide a police criminal records check/vulnerable sectors check.

Candidates who have clerical experience and/or front-line experience working with First Nations populations/vulnerable at-risk populations are preferred. Fluency in Cree, Oji-Cree, or Ojibway considered an asset.

The incumbent should also have proficient knowledge in the following areas:

- Knowledge of data entry and statistic collection;
- Familiar with electronic medical records (EMR) PS Suites database and or willingness to learn;
- Familiar with privacy, confidentiality, and duty to report;
- Knowledge of community support services, both in Thunder Bay and within the Matawa communities;
- Knowledge of First Nations culture, history, community-based services, geographic realities and social conditions within remote First Nations communities;
- Knowledge of Nine Matawa First Nations communities, as well as other partnering departments under Matawa First Nations Management;
- Cultural Competency.

Location: Thunder Bay, Ontario (with travel to Matawa road-access and remote communities)

Salary: Commensurate with experience

Term: **One Full Time Permanent**

How to Apply: **Please send your cover letter, resume and three references to:**

Matawa Health Co-operative
RE: Mental Health Intake Worker
233 Court Street South
Thunder Bay,
ON P7B 2X9
Fax: (807)
346-2371

Email: mhc-careers@matawa.on.ca

Deadline: open until filled

**For additional information, please view the job description at the
Matawa website:**

www.matawa.on.ca

(or at: www.matawa.on.ca/recruitment/career-opportunities)

We thank all applicants for their interest in working with the Matawa Health Co-operative, however only those selected for an interview will be contacted.

Matawa First Nations Management has adopted a COVID-19 Vaccination Policy by which all staff, who are eligible, must be fully vaccinated. If you have any questions or concerns regarding this, please contact us.