



**MATAWA HEALTH
CO-OPERATIVE**

**MENTAL HEALTH POLICY DEVELOPER
(HYBRID/REMOTE)**

JOB DESCRIPTION

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

Matawa First Nations established the Matawa Health Co-operative (MHC). This provincially incorporated Co-operative consists of the nine Matawa member communities – Webequie, Neskantaga, Nibinamik, Eabametoong, Marten Falls, Aroland, Ginoogaming, Long Lake #58, and Constance Lake First Nations.

The MHC Mental Health Policy Developer will work closely with the Director of Mental Health Services, Matawa Health Co-operative Leadership, Health Programs Policy Developer, and Human Resources. They will report to the Director of Mental Health Services. They will play an integral role as part of a broader inter-disciplinary team (health, mental health, and cultural/land-based services) in developing policies and procedures based on the needs of Matawa Health Co-operative.

SCOPE

Under the supervision of the Director of Mental Health Services, the MHC Mental Health Policy Developer will be the primary lead in assisting Matawa Health Co-operative Mental Health Program/Services with the ongoing development of policies and procedures as well as quality assurance and regular evaluation and review of finalized policies and procedures. They will be responsible for ongoing program and policy development as it pertains to mental health and cultural/land-based services with an emphasis on harm reduction and prioritizing the safety and wellness of both Matawa Health Co-operative staff and clients alike.

RESPONSIBILITIES

- Conducts self-directed research and education into existing policies that considers all system levels: macro (province of Ontario, culture, government, law, workforce regulations, mental health and healthcare policy), meso (Matawa First Nation Communities, Matawa First Nations Management, Matawa Health Co-operative, First Nations populations), and micro (MHC leadership, staff and clients);
- Conducts research and analysis on First Nations mental health and wellness and other related programs and policies;
- Develops policies and procedures that support our mental health services/program. Areas for policy development include but are not limited to: mental health service delivery, cultural and land-based service delivery, youth services, harm-reduction, system navigation and addiction support, consent, confidentiality, duty to report, ethics, travel and safety;
- Develops policies and procedures that support the safety and wellness of both MHC clients and staff;
- Reviews and evaluates existing Matawa Health Co-operative policies, regulations, and procedures to identify gaps, inefficiencies, and areas for improvement;
- Ensures that Matawa Health Co-operative’s new and existing policies, regulations, and procedures are meeting ISO requirements and standards (International Organization for Standardization);
- Coordinates and attends in-office meetings for Matawa Health Cooperative Policy Review Committee as required;
- Attends in-office orientation, trainings, professional development, and meetings as required;
- Collaborates and works in partnership with Matawa Health Co-operative Leadership, Health Programs Policy Developer, and Human Resources;
- Collaborates with key partners, including other departments within Matawa First Nations Management, Nishnawbe Aski Nation (NAN), government officials and agencies such as Indigenous Services Canada (ISC), and community-based organizations, to gather insights and perspectives on priorities related to First Nations Mental Health;
- Stays informed about current trends, best practices, latest developments, and research findings related to First Nations Mental Health policies;
- Develops evidence-based policy recommendations for Matawa Health Co-operative Leadership;
- All other duties as deemed necessary by your immediate Lead/Supervisor.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Knowledge of policy and research tools;
- Familiar with and/or ability to gain knowledge around provincial and territorial laws, legislation, regulations, code of ethics, and policies that guide mental health and wellness service delivery;
- Ability to gain knowledge into all system levels: macro (province of Ontario, culture, government, law, workforce regulations, mental health and healthcare policy), meso (Matawa First Nation Communities, Matawa First Nations Management, Matawa Health Co-operative, First Nations populations), and micro (MHC leads, staff and clients);
- Knowledge of Indigenous Mental Health Sector including awareness of the mental health challenges First Nation peoples face, in particular those living in remote isolated communities;
- Knowledge of First Nations culture, history, community-based services, geographic realities, and social conditions within remote First Nations communities;
- Knowledge of Matawa First Nations communities;
- Knowledge of Western and First Nations approaches to mental health and wellness;
- Cultural Competency.

Skills

The incumbent must demonstrate the following skills:

- Highly skilled in writing and literacy;
- Ability to independently proofread documents for spelling and grammatical errors;
- Strong interpersonal and communication skills (written and verbal) and an ability to establish and maintain rapport effectively with colleagues and internal/external partnerships;
- Work with stakeholders and partners to achieve mutual goals, and identify opportunities for collaboration;
- Proficiency in computer skills and technology-based applications: word processing/Microsoft Word, Outlook/email, electronic databases, etc.;
- Can prepare a variety of material using office software applications, and access the Internet as a research tool;
- Demonstrated skills in researching and analyzing quantitative and qualitative data, policies, programs, strategies, issues and trends;
- Critical thinking/problem solving;
- Excellent time-management skills;
- Ability to think critically and without prejudice;
- Must be able to maintain critical self-reflective practice.

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of Adult Addictions Support Worker. The incumbent must also demonstrate the following personal attributes:

- Highly organized; capable to multi-task and manage time effectively;
- Self-starter who is able to work efficiently both independently and/or as part of a team;
- Attention to detail and accuracy;
- Must be able to perform work duties with minimal supervision;
- Must be able to work as part of an interdisciplinary team.

QUALIFICATIONS AND REQUIREMENTS

The incumbent must have proficient knowledge in the following areas:

- Graduate degree in public policy, social work, health administration, epidemiology, law, or a related field;
- At least 2 years' experience in policy development, policy analysis, or research required;
- Strong knowledge of regional and provincial mental health and addictions programs and services, particularly those which are culturally appropriate or grounded;
- Familiar with and/or ability to gain knowledge around provincial and territorial laws, legislation, regulations, code of ethics, and policies that guide mental health and wellness service delivery;
- Work experience in the mental health sector is an asset;
- Experience managing projects and managing multiple tasks within established timelines in a team environment is required.
- Must provide a satisfactory police criminal background/vulnerable sectors check;
- Previous experience working with First Nations communities is an asset;
- Fluency in Cree, Oji-Cree, or Ojibway is an asset;
- 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);
- Support system and self-care strategies in place to maintain own well-being.

WORKING CONDITIONS

Physical Demands:

The employee may have to work several hours during a work week doing computer-based tasks, which will require that the employee is physically capable of working and sitting at a desk for long periods of time.

Environmental Conditions:

The employee may have to manage several projects at one time and may be frequently interrupted. Given this position is hybrid/remote, the employee must be capable to focus, produce work, and complete tasks as assigned to them despite home or remote environments which may possibly be noisy and/or distracting at times. Additionally, the employee may be required to attend and participate in in-person meetings which will require that they are able to manage themselves professionally, at times in a loud and busy environment.

Sensory Demands:

Sensory demands can include to spend an adequate amount of time with use of a computer and may experience eye strain and occasional headaches.

Mental Demands:

The employee will have to manage several requests and projects at one time. They must be aware of MHC business in the communities and all relevant legislation, policies, and procedures. They must be available at times to work flexible workdays/hours. The employee must have excellent organizational, time and stress management skills to complete tasks.

Additionally, given that the employee will be working in the field of Mental Health; the employee should be prepared to encounter situations where they may be personally triggered by information or scenarios they encounter professionally. As such, it is imperative that employees have effective and healthy coping strategies implemented in their day-to-day lives in order to manage the stress they may potentially encounter throughout their workday both during and after workhours.

