

MATAWA FIRST NATIONS MANAGEMENT



Matawa
EDUCATION & CARE CENTRE

Job Description

Youth Inquest Assistant

PURPOSE OF THE POSITION

Reporting to the Education Executive Director and the Youth Inquest Manager, the Youth Inquest Assistant will support the implementation of the recommendations and related activities delivered by the Jury for the Thunder Bay Seven Youth Inquest as they pertain to Matawa First Nations Management (MFNM), Matawa First Nations communities, Matawa Education Department (MED), and the Matawa Education and Centre (MECC).

SCOPE

Within the Education Partnerships Program – Structural Readiness Component, the Youth Inquest Assistant aids the Youth Inquest Coordinator, Education Department Manager and MECC Principal and Vice Principal in the implementation of the jury recommendations and undertakes activities related to the Inquest (see Responsibilities/Duties below).

The Youth Inquest Assistant also assists in the development and distribution of communication and promotional materials related to the Inquest Recommendations, including tracking the status and progress of Inquest Recommendations.

Responsibilities/Duties

- Support the Youth Inquest Coordinator in the implementation of the Inquest Recommendations (IR);
- Assist with the coordination of meetings, travel, proposals, reporting, training and materials related to IR;
- Attend meetings with partners as requested by the Youth Inquest Coordinator, including but not limited to (as determined by each individual organization):
 - The City of Thunder bay
 - Thunder Bay Police Service
 - Canada
 - Indian and Northern Affairs Canada
 - Health Canada
 - Ontario
 - Ministry of Education
 - Northern Nishnawbe Education Council
 - Matawa First Nations Management
 - Keewaytinook Okimakanak
 - Nishnawbe Aski Nation
- Help identify budget commitments from Provincial and Federal Governments and opportunities to secure funding for implementation of the recommendations;
- Travel where needed as requested by the Education Manager or Youth Inquest Coordinator;

- Perform other related duties as required and identified by the Youth Inquest Coordinator or the Education Manager.

KNOWLEDGE, SKILLS AND ATTRIBUTES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- 2+ years of education-related work experience;
- Diploma or Bachelor's Degree in Business Administration, Education, Community Services (Social Worker, Social Service Worker, Child & Youth Care, Native Child and Family Services); or equivalent community work experience;
- Knowledge and understanding of First Nation education including issues, challenges, and delivery models;
- Jury Recommendations for the Thunder Bay Seven Youth Inquest;
- Ability to speak Ojibwe and/or Oji-Cree;
- Knowledge of local programs and services for youth;
- Ability to maintain a high level of confidentiality;
- Coordination of meetings and conferences.

Skills

The incumbent must demonstrate proficiency in the following skill areas:

- Facilitation of meetings and focus groups;
- Presentations, including oral presentations and use of media (eg. PowerPoint, Prezi);
- Effective communication, both written and oral;
- Organizational skills;
- Stress management;
- Note taking abilities;
- Interpersonal;
- Conflict resolution;
- A valid driver's license for the Province of Ontario.

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of Youth Inquest Assistant. The incumbent must also demonstrate the following personal attributes:

- Ability to work with minimal supervision;
- Organized and able to multi-task;
- Punctual with excellent time management skills;
- Ability to travel extensively to remote/isolate communities;
- Ability to work effectively with people from a variety of different backgrounds (including but not limited to students, the general public, school staff, education staff and management, community organizations, government agencies, and other parties).

WORKING CONDITIONS

Physical Demands

The Youth Inquest Assistant may have to travel to Matawa communities 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 Youth Inquest Officer may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Education Department may be a busy facility. The Youth Inquest Assistant may have to manage a number of tasks at one time, and they may be interrupted frequently to meet the needs and requests of member First Nation leaders or members. The Youth Inquest Assistant 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. The Education Department may be noisy and busy making it difficult at times for the Youth Inquest Assistant to concentrate.

Mental Demands

The Youth Inquest Assistant will have to manage a number of requests and tasks at one time. They must be aware of all Tribal Council business in the community 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

<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/> 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.