

INTERNAL/EXTERNAL POSTING JOB OPPORTUNITY

Position: On-Call Worker (Full-time)

Background: Formed in 1988, Matawa First Nations Management (Matawa) is a Tribal Council providing services to nine-member communities in Northern Ontario. The organization is dedicated to providing its members with advisory and support services in the areas of communications, economic development, education, finance and business, health, membership and technical services.

The Matawa Education Department supports quality, accessible, community-based educational services for seven Matawa First Nation communities: Aroland, Eabametoong, Nibinamik, Long Lake #58, Ginoogaming, Neskantaga, and Webequie First Nations. In addition to providing advisory services to Education Authorities and Matawa First Nation leadership, the Education Department administers post-secondary support services for 5 Matawa First Nations; operates the Matawa Education and Centre (MECC), a private secondary school located in Thunder Bay; and coordinates the Student Nutrition Program for 6 communities. The MECC located in Thunder Bay, Ontario, provides a unique learning environment to support students as they move toward the successful completion of their secondary education and continue on their pathways to work, training or post-secondary education programs. Matawa is inviting applications for the position of **On-Call Worker** with the Matawa Education Department.

Position Summary: The On-Call Worker (OCW) is responsible for the safety of Matawa students attending school in Thunder Bay. More specifically the position requires the On-Call Worker to be on the road assisting students and ensuring their safety while in the community. Student safety includes taking preventative measures, providing and participating in education and awareness training, activities, and workshops regarding factors such as what to do in situations, available supports, alcohol and substance abuse, peer pressure, gangs, etc.

The position is based in Thunder Bay, with successful applicants will be required to submit a current Criminal Record Check, including vulnerable sector, and current “negative” result TB skin test. This is a one year contract position to with possibility of extension, pending funding and a successful performance review.

Preferred Qualifications/Requirements:

- Minimum College diploma, ongoing or complete, in any of the following areas: Community Services (Child & Youth Worker, Recreation & Leisure, Social Service Worker, ECE), Health (paramedic, nursing); or equivalent community work experience
- Aboriginal specific programs (community advocacy, education, family and child services); Aboriginal Studies, studies in teaching and education





- Suggested skills: First Aid and CPR training, experience working with children and youth in leadership capacity, non-violent crisis intervention, crisis management
- Demonstrated initiative in meeting the needs of students outside the school environment
- Ability to work shift work, including night shifts
- Knowledge of First Nation education
- Knowledge of First Nation cultures and life styles
- Knowledge of legislation, regulations, policies and procedures for program development and implementation
- Knowledge of legislation, regulations, policies and procedures for involving youth in community programs
- Knowledge of office administration and procedures
- Ability to administer student programs
- Team building skills
- Analyzing and problem solving skills
- Excellent decision making skills
- Effective negotiation and mediation skills
- Excellent stress and time management skills
- Excellent written, verbal, interpersonal, presentation, and analytical skills
- Knowledge of Ojibway, Cree or Oji-Cree will be considered an asset

Applicants will also have excellent oral and written communication skills; interpersonal and leadership skills; stress management skills; demonstrated ability to work effectively with Teachers, Principals, students, Administration, government and First Nations; and hold a valid driver's license or the ability to obtain. For additional information, including specific qualifications for the position, please view the Job Description at the Matawa website: **www.matawa.on.ca**.

Please send your cover letter and resume with three employment references to:

Matawa First Nations Management

Attn: Executive Director Education

200 N Lillie St.

Thunder Bay, ON P7C 5Y2

RE: On-Call Worker

Fax: (807) 768-3301

Email: education@matawaeducation.ca

Application Deadline: September 5, 2025 @ 4:30 p.m. EST

We thank all applicants for their interest in working with Matawa First Nations, however only those selected for an interview will be contacted.

