

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Student Care Centre Developmental Service Worker (DSW)

PURPOSE OF THE POSITION

Reporting to the Executive Director and the Matawa Student Care Centre Manager, the Developmental Service Worker (DSW) provides direct assistance on a one to one basis to youth residing in the Student Care Centre with an intellectual or physical disability. They participate in the development and implementation of individually direct plans including safety plans and personal care support plans. This position will act as a liaison for the students, their families, the administration and Care Centre staff.

SCOPE

As a member of the Matawa Education team, the DSW supports students living in the Matawa Student Care Centre as they move toward the successful completion of their secondary education and continue their pathways to work, training or post- secondary education programs. Responsibilities include personal care such as bathing, grooming, and toileting. Assisting with daily living activities such as meal preparation and housekeeping. Supporting individuals with developmental disabilities to participate fully in Care Centre cultural activities. They will do this by maintaining a presence throughout the Care Centre and providing clear and consistent direction and expectations. They will work towards promoting a healthy and positive lifestyle for the students of the MSCC. The DSW will consult with parents/caregivers, MSCC/MEC administration, students, and co-workers to determine student safety needs and develop appropriate responses to those needs.

RESPONSIBILITIES

1. The supervision and care of students who live in the MSCC with developmental and physical disabilities.

Main Activities

- Ensure medication is properly secured, managed and observed and ensure proper protocol is followed for all student medication handling.
- Thoroughly and professionally document youth's progress, program data, program analysis and evaluations, incident reports and other relevant correspondence/reports in a confidential manner.
- Maintain a positive relationship, including appropriate and professional interactions with the youth.
- Successfully complete and keep up to date on all training and health requirements established by the Matawa Student Care Centre, in consultation with the Youth and their guardians.
- Communicate in an effective manner with other direct care centre staff, mental health workers, regarding services provided and the needs of the Youth.

2. Support activities for Matawa students

Main Activities

- Communicate with St. Josephs Care Group on matters relating to student mental health
- Provide support one-on-one with basic assistance in areas including, but not limited to eating, hygiene, mobility, communication, social skills, leisure and work skills, activities of daily living, preparing meals, housekeeping chores, gaining physical access to the community or centre, promoting adaptive functions, and building or maintaining the person's circle of support.
- Assure the Youth is protected from abuse/neglect at all times, including reporting any suspected incidence of abuse/neglect to proper channels.
- Assure that activities are engaged in a safe and comfortable environment.
- Encourage MSCC students to participate in after-hours Student Activities and Cultural Activities

3. Administrative

Main Activities

- Respond to phone calls or emails in a timely manner
- Provide reports (e.g., student incidents, incidences with service providers, and maintenance needs) as required
- Work with the cultural activities team as well as the mental health and wellness staff to develop a service plan that includes appropriate content and activities that match the Youths Individualized Plan
- Provide feedback and share on Participants progress in the services they receive and any suggestions you feel would help improve the quality of service
- Follow all shift-specific duties as assigned by the Matawa Student Care Centre Manager
- Perform other duties as required

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Demonstrated initiative in youth supervision or care
- Knowledge of First Nation education
- Knowledge of First Nation cultures and life styles
- Knowledge of legislation, regulations, policies and procedures for congregate living or group boarding homes
- Knowledge of legislation, regulations, policies and procedures for involving youth in community programs
- Knowledge of office administration and procedures
- Ability to speak Ojibwe, Cree or Oji-Cree is an asset

Skills

The incumbent must have proficient skills in the following areas:

- Ability to obtain a Vulnerable Sectors Criminal Reference Check
- Effective Communication skills
- Analyzing and problem-solving skills
- Excellent decision-making skills and crisis response skills
- Effective negotiation and mediation skills
- Excellent stress and time management skills
- Excellent written, verbal, interpersonal, presentation, and analytical skills
- A valid Ontario Driver's License

Personal Attributes

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

- Excellent interpersonal and communication skills
- An ability to adjust to changes
- Demonstrated ability to work effectively with parents, students, co-workers, and administrators
- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Demonstrate sound work ethics

Education/Training/Certification

- DSW diploma or equivalent areas: Community Services (Social Worker, Social Service Worker, Child & Youth Care, Native Child and Family Services);
- 3 years of successful experience preferred;
- Ability to work independently and with confidentiality;
- Demonstrated knowledge and understanding of, and personal commitment to the Anishinaabe way of life with ongoing involvement with Anishinaabe culture and traditions;
- Understanding of issues faced by First Nation youth;
- Demonstrated working knowledge of Anishinaabe educational resources and an understanding of Anishinaabe students and family cultural needs;
- Fluency in Ojibway, Oji-Cree or Cree is considered an asset
- Excellent communication and interpersonal skills;

WORKING CONDITIONS

Physical Demands

The DSW may have to travel throughout the community and/or to Matawa communities in all weather. They may have to lift, carry and manage equipment and supplies. They will work evening or overnight hours to accommodate a 24 hour facility. The DWS may have to spend long hours sitting and using office equipment, computers, and attending meetings.

Environmental Conditions

The MSCC is a busy facility. The DSW will 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 students and Matawa staff members. The DSW 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 eye strain and occasional headaches. The MSCC may be noisy and busy making it difficult for the YCL to concentrate.

Mental Demands

The YCL will be responsible for the care of under-age youth, this responsibility is regarded as the most important aspect of their day-to-day work of the. 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.