

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Matawa Education and Care Centre (MECC) Mental Health Worker

PURPOSE OF THE POSITION

The MECC Mental Health Worker (MHW) will contribute to the academic and social experience of the school environment by addressing mental health issues.

The main responsibility of the MHW is to provide mental health support to Matawa First Nations students attending MECC and High Schools in Thunder Bay. The MECC MHW will address the mental health needs of students, and work in collaboration with the MECC Principal, staff and community.

SCOPE

The MHW will be subjected to highly confidential material in relation to the MECC, student information, assessments, etc. The MHW shall conduct him/herself in a professional manner and must adhere to the appropriate guidelines regarding confidentiality as per Matawa First Nations Policies and Procedures and the MECC Policy and Guidelines.

The MHW will be part of the MECC School team. The MHW shall develop and implement a strategic plan that will address any student mental health concerns and work to assist students in developing healthy lifestyles. The MHW will develop a plan that addresses and promotes the safety of students while attending school off reserve. This may include collaborating with Parents, Boarding Parents, and other community service providers.

The MHW will ensure that the needs of students attending provincial school off reserve are identified through a trauma-informed lens. This includes identifying any supports required by Matawa students while attending secondary schools in Thunder Bay.

The MHW will liaise with community and social service organizations to form partnerships which support and enhance the mental health program available at the school. This will include support and/or prevention programs that address mental health concerns such as addictions, self-harm, and suicidal behavior.

RESPONSIBILITIES

- 1 Develop and implement Mental Health Programs for Matawa First Nation students attending secondary school off reserve.

Main Activities:

- Identify mental health issues, areas of concern;
- Identify and review existing MECC MH programs;
- Develop and create strategies, policies, protocols, and programs to support mental health and wellness for MECC students and staff;
- Identify and reinforce existing partnerships, develop any appropriate new partnerships to address student needs;

- Coordinating programs, resources for mental health services, work with the Regional Health Authorities and other service providers;
- Provide support to MECC Staff;
- Provide reports and work plans for statistical purposes;
- Travel to Matawa First Nation communities when required.

2. Provide Mental Health services to Matawa First Nation students while attending school off-reserve in Thunder Bay.

Main Activities:

- Provide resources and support services to students who are experiencing difficulties within their environment;
- Provide ongoing support & coping skills to students that are transitioning, dealing with family difficulties, grieving etc.;
- Provide individual counselling and support to students who are experiencing social/emotional behavioral difficulties in school;
- Provide support to students encountering addiction problems;
- Provide support to students experiencing pregnancy or parenthood;
- Provide support to students at risk of dropping out of school;
- Referral services to community agencies;
- Collaborate with community programming that address mental health and wellness;
- Bridging gaps between student, boarding homes and school;
- Prepare workshops and presentations for students promoting health and wellness;
- Collaborate with MECC Principal and staff when planning and conducting programs; and
- Maintain confidential student reports and assessments.

3. Leadership

Main Activities:

- Develop and enhance relationships with Matawa First Nation Education Authorities, parents and Education Counsellors;
- Liaise and develop partnerships with community Mental Health Services;
- Professional Development and Training for MECC Education Staff, Education Counsellors and Education Authorities;
- Matawa First Nation community visits in times of crisis; and
- Capacity building for student programming.

4. Perform related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- A Degree in Social Work, School Psychology, or related discipline and work experience;
- Understanding of mental health issues with First Nation youth;
- Understanding of First Nation and Ontario education systems;
- Understanding of mental health strategies and intervention models to support student success in an academic setting;
- Mental Health service providers;
- Ability to maintain a high level of confidentiality;
- Fluency in Ojibway or Oji-Cree is considered an asset.

Skills

The incumbent must demonstrate the following skills:

- Ability to facilitate presentations for training, workshops and group activities;
- Ability to maintain friendly public relations and partnerships;
- Ability to deal with stress and effectively manage time;
- Ability to take initiatives and decisions for the betterment of students;
- Strong critical thinking skills;
- Ability to multi-task; and
- Ability to facilitate the school mental health program.
- Excellent oral and written communication skills;
- Ability to maintain confidential student case notes and files;
- Interpersonal and leadership skills;

Personal Attributes

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

- Must be able to perform work duties with minimal supervision;
- Must be willing to travel as required;
- Must provide a current Vulnerable Sector Criminal Record Check and tuberculosis skin test;
- Valid Ontario driver's license;

WORKING CONDITIONS

Physical Demands

The MHW may have to travel throughout the community 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 MHW may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The MECC may be a busy facility. The MHW may 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 member First Nation leaders and members. The MHW 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.

Mental Demands

The MHW will have to manage a number of requests and projects at one time. They must be aware of all Matawa Tribal Council business in the communities 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

Employee Signature

Supervisor's Title

Printed Name Date

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.

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.