

INTERNAL / EXTERNAL POSTING EMPLOYMENT OPPORTUNITY

Position: Youth Care Lead Supervisor – 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 six communities.

The MECC opened 100-bed accommodations for Matawa students living in Thunder Bay. This endeavor aims to provide a safe, clean and culturally appropriate space for students to live while completing their secondary school education.

Matawa is inviting applications for the position of **Youth Care Lead Supervisor** with the Matawa Education Department as part of the Matawa Student Care Centre.

Position Summary:

The YCLS will help the Care Centre Manager to develop policies and procedures as they relate to the Matawa Care Centre, based on direction from the Education Manager and the Matawa First Nations Education Authority. The YCLS is responsible for assisting the Care Centre Manager with the preparation of proposals, budgets, work plans, quality assurance and reports for the Matawa Care Centre. In addition, the YCLS will help to ensure MCC staff read, understand and accept all MFNM Policies and Procedures, and will assist in the supervision of department staff as per Matawa personnel policies and procedures. The YCLS will support the day-to-day operations of the Matawa Care Centre. The YCLS will work directly with students to build a healthy relationship of trust. The YCLS will ensure they have a consistent focus towards the goals and vision of the MSCC. They will do this by maintaining a presence throughout the Care Centre and providing clear and consistent direction and expectations.

Reporting to the Executive Director and the Matawa Student Care Centre Manager, the Youth



Care Lead Supervisor (YCLS) is responsible for the supervision and safety of Matawa students living in the Matawa Student Care Centre (MSCC). The YCLS will be responsible for assisting the Care Centre manager in all duties associated with the coordinating of activities of the team, developing policies for the care centre and dealing with the day to day operations of the Care Centre.

Preferred Qualifications/Requirements:

- Diploma in the field of Human Services or Social Work as well as a demonstrated initiative in youth supervision or care
- Knowledge of First Nation education, cultures and life styles
- Knowledge of legislation, regulations, policies and procedures for congregate living or group boarding homes and youth in community programs
- Knowledge of office administration and procedures
- Ability to speak Ojibwe, Cree or Oji-Cree is an asset
- Ability to maintain a high level of confidentiality.

Applicants must be willing to work daytime, evening or overnight shifts to accommodate the supervision of the Youth Care Leaders. Applicants will also have excellent oral and written communication skills; interpersonal and leadership skills; stress management skills; demonstrated ability to work effectively with coworkers, 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:

RE: Youth Care Lead Supervisor
Matawa First Nations Management
Attn: Executive Director
200 N Lillie St.
Thunder Bay, ON P7C 5Y2
Email: education@matawaeducation.ca
Fax: (807) 768-3301

We offer competitive salary commensurate with education and work experience.

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

Application Deadline: November 17, 2025 @ 4:30 p.m.

