

MATAWA FIRST NATIONS MANAGEMENT



Job Description Youth Care Lead Supervisor

PURPOSE OF THE POSITION

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 coordination of activities of the team, developing policies for the Care Centre and dealing with the day-to-day operations of the Care Centre.

SCOPE

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 MSCC 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.

RESPONSIBILITIES

1. Planning

- Assist in the development and implementation of annual work plans and related budgets for the Matawa Care Centre;
- Establish policies and procedures and co-ordinate advice from the Care Centre Manager;
- Provide consistent, fair and empathetic supervision to the students in the MSCC
- Ensure you are awake and available, monitoring the students at all times throughout the shift/night;
- Ensure light housekeeping duties are being upheld, such as sweeping, organizing and tidying common areas;
- Notify the Care Centre Manager of urgent safety issues/situations as quickly as possible, while following the specific policies and procedures for incident reports.
- Maintain communication with Youth Care Leaders;
- Assist in emergency situations (e.g., missing student, intoxicated student, student in need of medical support)
- Evaluate the effectiveness of the Youth Care Leader duties and make recommendations for their improvement;

2. Organization

Main Activities

- Provide support to the CCM in the implementation and monitoring of MFNM's Quality Management System to ensure quality assurance, and that all ISO 9001 requirements are met within the Matawa Care Centre;
- Assist the Care Centre Manager in monitoring the Matawa Care Centre work plan, activities and financial revenues and expenditures on a monthly, quarterly and annual basis;
- Communicate with St. Josephs Care Group on matters relating to student mental health;
- Arrange for transportation to student activities as needed, including medical appointments by utilizing the On-Call drivers and Student Support Coordinators;
- Provide support to the cultural workers working with the MSCC students after hours;

3. Staff Supervision

Main Activities

- Take a leading role in the supervision and monitoring of day-to-day duties and activities of Care Centre staff;
- Assist in the leadership and supervision to Matawa Care Centre staff to ensure consistent, high levels of job performance;
- Assist in the review and revision of job descriptions for Matawa Care Centre positions as required under the MFNM Human Resources Policy and Quality Assurance;
- Maintain positive working relationships with organizations such as police, ambulance, hospitals;
- Maintain positive working relationships with fellow co-workers and MECC Administration;

4. Administrative

Main Activities

- Respond to phone calls or radio messages in a timely manner
- Provide reports (e.g., student incidences, incidences with service providers, and maintenance needs) as required
- Record information on, student activity including behavior, progress and presence off-site.
- Ensure all programs and activities are implemented according to established policies and procedures, including sign in/out procedures and parental consent
- 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:

- 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 lifestyles
- 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
- Ability to maintain a high level of confidentiality.

Skills

The incumbent must have proficient skills in the following areas:

- Excellent oral and written communication skills;
- Ability to maintain confidential student case notes and files;
- Interpersonal and leadership skills;
- Ability to obtain a Vulnerable Sectors Criminal Reference Check
- Analyzing and problem-solving skills
- Excellent decision-making skills and crisis response skills
- Effective negotiation and mediation skills
- Excellent stress and time management 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

- College diploma in one of the following areas: Community Services (Social Worker, Social Service Worker, Child & Youth Care, Native Child and Family Services); or equivalent community work experience; is considered an asset
- Successful residence/accommodations experience preferred;
- Demonstrated knowledge and understanding of, and personal commitment to the Anishinaabe way of life with ongoing involvement with Anishinaabe culture and traditions;
- Demonstrated working knowledge of Anishinaabe educational resources and an understanding of Anishinaabe students and family cultural needs;

WORKING CONDITIONS

Physical Demands

The YCLS 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 YCLS may have to spend long hours sitting and using office equipment, computers, and attending meetings.

Environmental Conditions

The MSCC is a busy facility. The YCLS 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 YCLS 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 YCLS to concentrate.

Mental Demands

The YCLS 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. The YCLS may have to manage a number of requests at one time. 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 I certify that I have read and understand the responsibilities assigned to this position.	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.