

# MATAWA FIRST NATIONS MANAGEMENT



## Job Description

### Safe Sobering Site Indigenous Cultural Reintegration Youth Worker

## **PURPOSE OF THE POSITION**

Reporting to the Matawa Education Executive Director of Education, and the Youth Inquest Manager, the Indigenous Cultural Reintegration Youth Worker (ICRYW) develops, facilitates and/or coordinates a variety of programming for youth relating to cultural revitalization and indigenous mental health promotion and practices. The ICRYW works with youth, families, and applicable staff and external partners, in the prevention, intervention, and immediate care for Matawa youth impacted by gangs, human trafficking, historical trauma, violence and/or other significant issues and situations.

## **SCOPE**

Within the MECC, the ICRYW aids the Youth Inquest Manager and Assistant in the implementation of safe programming and services for students in the Safe Sobering Site. Examples of programming may include, prevention education campaigns or activities, cultural events, and focused workshops on applicable topics.

## **Responsibilities/Duties**

- Work evening and weekend shifts to accommodate a 365 day After Hours Department.
- Maintaining records of student data;
- Create and implement culturally appropriate youth programming for post-charge students, including but not limited to: weekly after school programs, advocacy and referrals, individual and group counselling and life skills development;
- Provides emotional support, encouragement, goal setting and problem-solving support to students;
- Provides administrative and clerical support for the Safe Sobering Site, including correspondence, data input, filing, assembling files, and other duties;
- Liaises with internal departments, external partners and professionals
- Provides supports for individuals with complex mental health and substance misuse;
- Recruits new students for the program through outreach activities, relationship building, partnership creation with external partners and agencies;
- Able to be comfortable interacting with and providing service to students that may have acted out behaviours;
- Research best practices in culturally relevant youth reintegration programs;
- Plan, organize and implement education and outreach sessions;
- Perform other related duties as required and identified by the Executive Director, and Youth Inquest Manager.

## **KNOWLEDGE, SKILLS AND ATTRIBUTES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- Valid Ontario Drivers Licence
- Maintaining absolute confidentiality regarding student records per the Privacy Act, Education Act and Matawa First Nations Management policies and procedures;
- Successful experience working in the mental wellness field, addictions programming or equivalent areas;
- Knowledge and understanding of First Nation education including issues, challenges, and delivery models;
- Ability to speak Ojibwe, Cree or Oji-Cree is considered an asset;
- Ability to maintain a high level of confidentiality;

### **Skills**

The incumbent must demonstrate proficiency in the following skill areas:

- Proficient in Microsoft Excel, Word, Powerpoint, and Outlook
- Effective communication, both written and oral;
- Organizational skills;
- Stress management;
- Comprehensive Written skills;
- Interpersonal and Conflict resolution skills;
- A valid Ontario driver's license;

### **Personal Attributes**

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

- Ability to work with minimal supervision;
- Organized and able to multi-task;
- Punctual with excellent time management skills;
- Ability to work effectively with people from a variety of different backgrounds (including but not limited to students, the general public, school staff, education staff and management, community organizations, government agencies, and other parties).

## **WORKING CONDITIONS**

### **Physical Demands**

The ICERYW may have to travel to Matawa communities 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 ICERYW may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

The Matawa Education & Care Centre may be a busy facility. The ICERYW may have to manage a number of tasks at one time, and they may be interrupted frequently to meet the needs and requests. The ICERYW 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. The Education Department may be noisy and busy making it difficult at times for the ICERYW to concentrate.

### **Mental Demands**

The ICERYW will have to manage a number of requests and tasks at one time. They must be aware of all Tribal Council business in the community 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.