MATAWA FIRST NATIONS MANAGEMENT

Job Description

Mental Wellness Team
Lead Facilitator

QMS No.: FIN-HR-TEM 065 **Dept.:** Finance/Admin. **Rev No/Date:** / **Issue Date**: Jan. 18/11 **Approved** HRD Angelle Rebelo

PURPOSE OF THE POSITION

Matawa First Nations is a Tribal Council with a membership of nine (9) Ojibway and Cree First Nations communities in the Nishnawbe Aski Nation territory. Matawa First Nations Management provides technical and professional advisory services and programs to its member First Nations.

Matawa Mental Wellness Team and Crisis Supports (MWT&CS) works with nine (9) Matawa First Nations with the primary objective of improving access for mental wellness services and supports. The MWT&CS utilizes a multi-disciplinary wellness team and resources to provide a comprehensive, direct, client-centered services to individuals, families and communities, and provides immediate crisis response to communities who request support. The MWT&CS works with new and existing services to improve coordination, strengthen partnerships and increase capacity. The MWT&CS also assists in planning and developing community-based case management, crisis management and service protocols. The position of the Mental Wellness Team Lead Facilitator will ensure that the goals and objectives are met.

SCOPE

Under the supervision of Matawa's Health & Social Meno Biimadeswin Director, the Matawa Mental Wellness Team Lead Facilitator works with nine (9) Matawa First Nations to coordinate, develop and ensure culturally appropriate community-based mental wellness crisis support services are delivered and are responsive to the needs of the individual clients, families and communities using the resources pool, multi-disciplinary teams and appropriate personnel. He/she is responsible to supervise the Mental Wellness/Crisis Support Teams. He/she works closely with the First Nations Health & Social Team to coordinate the services as required. The Mental Wellness Team Lead Facilitator is also responsible to ensure effective management and administration of the Matawa MWT&CS program.

RESPONSIBILITIES

1. To supervise, oversee and manage the Mental Wellness/Crisis Support Teams (MWT&CS):
   a) Hold meetings with team members along with Health and Social Staff;
   b) Ensure compliance to Matawa First Nations Policy and Procedures; including the Human Resources Policy;
   c) Provide ongoing advice, mentorship, coaching and support to all team members

2. To coordinate and ensure a full range of mental wellness services are available and accessible for the First Nations. These include direct clinical services, cultural supports, care coordination:
   a) Maintain a list of service gaps identified;
   b) Collect information of available and existing services;
   c) Identify potential partners/providers;
   d) Maintain and update Matawa Resources Pool/Multi-Disciplinary Team list;
   e) Recruitment of specialized service providers/surge-capacity staff.

3. To facilitate and mobilize culturally appropriate immediate crisis response services as requested by First Nations:
   a) Coordinate and mobilize providers in response to crisis;
   b) Arrange logistics for surge-capacity staff/responders/service providers to attend to the community in crisis;
   c) Document all service requests and services delivered;
   d) Maintain communication at all levels.

4. To maintain and accurately document all deliverables of the project as per the reporting requirements:
   a) Lead in the development and tracking of a computerized client file management system to record the number of clients seen for screening, assessment, referrals, counselling, treatment, follow-up, aftercare and other services provided;
   b) Keep confidential documents safe in secured filing system;
   c) Ensure that all supervised personnel and other services providers are submitting the required documents/reports.

5. To work in collaboration with appropriate resources in the development of surge-capacity mechanisms and networks that will enable community response rapidly to emergency/crisis:
   a) Work with First Nations Health Directors to develop a community-based emergency management system;
   b) Participate and prepare to lead in the development of community-based crisis management protocols/policies/plan for all aspects of team operations;

c) Seek direction from Community Health Directors, Leadership and key community people/champions i.e., elders, youth, etc.

6. To work in collaboration with appropriate resources in the development of a case management manual/handbook that will enable community to improve client management and services:
   a) Seek direction from appropriate resources for the development of a case management manual/handbook i.e., Community Health Directors, Leadership and key community people/champions, elders, youth, etc.
   b) Form a working group consisting of First Nation and Matawa staff to develop a generic case management manual/handbook;
   c) Participate, coordinate and schedule capacity community training of frontline workers in case management;
   d) Assist First Nations in the development of case management protocol as required.

7. To participate and be engaged in a broader network of supports related to Mental Wellness:
   a) Attend meetings as required;
   b) Provide direction, advice and advocacy as per community identified needs;
   c) Address the needs of high-risk individuals and families;
   d) Engage partners and service providers/agencies in discussions related to crisis- i.e., surveillance, prevention, intervention, etc.;
   e) Meet and communicate regularly with Health Directors, Chiefs and Councils, Matawa Health Co-Operative Team and other partners relating to Mental Wellness management, operations and planning.

8. To participate and engage with all First Nations Health Directors in project planning sessions:
   a) Coordinate Health Director's planning meetings as required;
   b) Coordinate and facilitate community meetings, information sessions and/or frontline worker training;
   c) Provide regular information to community health teams about the Mental Wellness and Services;
   d) Seek information and document community feedback and recommendations related to Mental Wellness and Services;
   e) Seek direction from each community Health Director and/or Leadership for the development of community mental wellness plans.

9. To provide administrative and/or technical support to Matawa Chiefs, CEO, Matawa Health Director. i.e., prepare and draft general correspondence and reports, discussion papers, internal documents and briefing notes.

10. To perform other duties that relate to the Mental Wellness Team Project.

QUALIFICATIONS AND REQUIREMENTS

- College Diploma in Health Field study and/or Social Work; Or Grade 12 Equivalent with 3-4 years of work experience in crisis management or related social work, mental wellness.
- Practical experience in the coordination of First Nations' emergency/crisis, crisis team management, counselling, critical incident/trauma intervention and/or debriefing.
- Possess a valid Ontario driver's license;
- Must submit to a current Criminal Record Check;
- Fluency in Cree or Ojibway is a definite asset;
- Must be able to travel extensively.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Extensive knowledge of Matawa First Nations communities;
- Knowledge of Federal and Provincial government programs and services;
- Extensive knowledge of crisis service providers, crisis and emergency response plans;
- Strong understanding of First Nation communities' culture, traditions and practices;
- Knowledge and understanding of Mental Wellness, emergency/crisis management, service gaps.

Skills

- Good personnel management and leadership skills;
- Supervisory and mentorship skills;
- Excellent skills and abilities in facilitation, planning, presentation, and organization;
- Ability to work in high stress level and work with workers in crisis situations;
- High level of written and oral communication;
- Proficient in computer use-power point, excel, graph, etc.

Personal Attributes

- Consistency;
- Task and results oriented;
- Availability and open communication;
- Accountability and transparency;
- Cultural awareness and sensitivity;
- Flexible work hours;
- Responds well to crisis.

WORKING CONDITIONS

Physical Demands

The Mental Wellness Team Lead Facilitator will travel throughout the region in all types of weather con. They may have to lift, carry and manage equipment and supplies. He/she may have to work odd or long hours at a time to complete special requests or projects. He/she may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Building may be a busy facility. The Mental Wellness Team Lead Facilitator 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. He/she 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 office may be noisy and busy making it difficult for the Mental Wellness Team Lead Facilitator to concentrate.

Mental Demands

The Mental Wellness Team Lead Facilitator will have to manage a number of requests and projects at one time. He/she 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 _____ 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.

_____

Chief Executive Officer'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.