



MATAWA HEALTH CO-OPERATIVE

Job Description

MECC Health and Mental Wellness Lead

PURPOSE OF THE POSITION

Reporting to the School Principal or their designate, the Matawa Education and Care Centre (MECC) Health and Mental Wellness Lead will contribute to the academic and social experience of the school environment by addressing student health and mental wellness needs and issues. The MECC Health and Mental Wellness Lead will ensure successful intervention protocols in such areas as attendance, health and wellness, social and emotional development, addictions as well as crisis intervention.

SCOPE

This is a full-time, year-round position and is contingent upon continued funding.

As a member of the MECC, the MECC Health and Mental Wellness Lead shall provide professional direction and support to the Health and Mental Wellness staff of the MECC including but not limited to the safe sobering site nurses, the clinic staff and the Mental Wellness staff by identifying and implementing programs and strategies that support student health and mental wellness. This will include staffing and scheduling, professional development and training as well as providing assessment and coaching for improved, coordinated, culturally safe, community-based and student-centered mental health and wellness programming.

The MECC Health and Mental Wellness Lead will organize strategies for the development and implementation of effective health and mental wellness plans and approaches. In order to accomplish this, they will work closely with MECC and MHC staff, as well as Cultural Workers, Elders, On-Call Workers, Mental Health Workers, Student Support Workers, School Administration and Teachers.

In addition, the MECC Health and Mental Wellness Lead will assist with the collection and use of data to inform decision-making related to health and mental wellness programming within the school environment.

The MECC Health and Mental Wellness Lead will be subjected to highly confidential material in relation to the MECC and the MHC, its students, programs and partnership agreements. As such, the MECC Health and Mental Wellness Lead shall conduct themselves in a highly professional manner and must adhere to the appropriate guidelines regarding confidentiality as per Matawa First Nations Management Policies and Procedures, applicable professional standards, the Personal Health Information Protection Act (PHIPA), and the Education Act.

The MECC Health and Mental Wellness Lead will work with the Matawa First Nation community schools to help prepare students with transitioning to secondary school in Thunder Bay. This will include assisting with student orientation prior to leaving the community as well as residing in Thunder Bay.

The MECC Health and Mental Wellness Lead will liaise with community and social service organizations to form partnerships to support and enhance the school mental health program. This will include assisting in the development, design, monitoring and implementation of research partnerships and service providers.

RESPONSIBILITIES

- 1 Develop and implement Health and Mental Wellness Programs for Matawa First Nation students attending secondary school in Thunder Bay.

Main Activities:

- Identify and review existing health and mental wellness related programs at the MECC;
- Identify and review existing health and mental wellness related partnerships at the MECC
- Maintain current and develop new partnerships to address student health and mental wellness needs;
- Assist in the development and creation of strategies, policies, protocols and programs to support health and mental wellness for Matawa First Nation students;
- Coordinate programs and resources for health and wellness supports and services for Matawa First Nation students;

2. Provide services to Matawa First Nation students while attending secondary school in Thunder Bay.

Main Activities:

- Collaborate with applicable stakeholders to address health and mental wellness needs of students;
- Prepare workshops and presentations for students promoting health and wellness;
- Collaborate with appropriate MECC staff when planning and conducting programs; and
- Maintain confidential student reports and assessments.

3. Leadership

Main Activities:

- Coordinate the efforts of clinical services with staff, Cultural Workers, Elders, On-Call Workers, Mental Wellness Workers and Student Support Workers in relation to student health and mental wellness needs;
- Develop and enhance relationships with Matawa First Nation Education Authorities, parents and Education Counsellors;
- Liaise and develop partnerships with community health and mental wellness service providers;

- Assist in the professional development and training for MECC health and mental wellness staff, support services, Matawa communities and Education Authorities.

4. School Clinic Management

Main Activities:

- Manage the daily operations of the school clinic and ensure it is organized, safe, clean, and appropriately equipped.
- Establish and maintain clinic procedures, protocols, and workflows.
- Ensure appropriate infection prevention and control practices are followed.
- Provide or coordinate appropriate early intervention, supportive counselling, wellness education, and referrals.
- Participate in student support meetings and case conferences when required.
- Establish staff schedules and ensure appropriate clinic coverage.
- Participate and review school wide emergency crisis response plans.

5. 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, Nursing, Psychology, Health Administration, or related discipline. Registration in good standing with an applicable professional regulatory body is required where relevant to the candidate's profession. An equivalent combination of education and at least five years of related experience may be considered. A Master of Social Work is preferred.
- Extensive clinical experience working with children and youth in health promotion, prevention, intervention, and/or crisis intervention;
- Experience in strategic planning and development in mental health and wellness for First Nation students;
- Knowledge of mental health issues with First Nation youth;
- Experience and understanding of mental health strategies and intervention models to support student success in an academic setting;
- Ability to maintain a high level of confidentiality;
- First Nation Cultures and lifestyles;
- Knowledge and understanding of First Nation and Ontario education systems;
- Experience and understanding of evidence-based mental health strategies and intervention models to support students and staff at elementary and secondary levels;
- Demonstrated ability to work effectively with school staff, parents, administration, government and First Nation organizations;
- Ability to maintain a high level of confidentiality

- Knowledge of Ojibway, Cree or Oji-Cree is an asset

Skills

The incumbent must demonstrate the following skills:

- Excellent oral and written communication skills;
- Ability to maintain confidential student case notes and files;
- Interpersonal and leadership 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.

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of MECC Mental Health and Wellness Lead. 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 Criminal Record Check (Vulnerable Sector) and tuberculosis skin test;
- Must be able to work on call as required; and
- Possess a valid Ontario driver's license

WORKING CONDITIONS

Physical Demands

The MECC Health and Mental Wellness Lead 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 MECC Health and Mental Wellness Lead may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The MECC may be a busy facility. MECC Health and Mental Wellness Lead 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. MECC Health and Mental Wellness Lead 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 MECC Health and Mental Wellness Lead 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

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.

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.