MATAWA FIRST NATIONS MANAGEMENT

Matawa
EDUCATION & CARE CENTRE

Job Description

Matawa Student Care Centre (MSCC)
Mental Health Worker

QMS No.: FIN-HR-TEM 065 **Dept.:** Finance/Admin. **Rev No/Date:** **Issue Date**: Jan. 18/11 **Approved** David Paul Achneepineskum

PURPOSE OF THE POSITION

The Matawa Student Care Centre (MSCC) Mental Health Worker (MHW) will primarily be based out of the MSCC and will assist Matawa youth by addressing mental health issues of those in need. This position is part of an after-hours program, and hours of work are scheduled during the evening, weekend, and night shifts to support student need.

The main responsibility of the MHW is to provide mental health support to Matawa First Nations Students residing in the MSCC and attending high school in Thunder Bay. The MHW will address the mental health needs of students, and work in collaboration with the MSCC Manager, staff, and community.

SCOPE

The MHW will be subjected to highly confidential material in relation to the MSCC, student information. The MHW shall conduct him/herself in a highly professional manner and must adhere to the appropriate guidelines regarding confidentiality as per Matawa First Nations Policies and Procedures and the MSCC Policy and Guidelines.

The MHW shall develop and implement a strategic plan that will address student mental and healthy lifestyles. The MHW will develop a plan that addresses and promotes safety of students while attending school off reserve. This may include working with parents, Youth Care Leaders, teachers, and other service provider agencies.

The MHW will ensure the needs of students living in the MSCC and attending provincial school off reserve are identified. This includes identifying any supports required by Matawa students attending the Matawa Education and Care Centre or other provincial schools.

The MHW will consult with community and social service organizations to form partnerships to support and enhance the school's mental health program. This will include prevention programs that address any type of addictions, self-harming and suicidal behavior.

RESPONSIBILITIES

1 Develop and implement Mental Health Programs for Matawa First Nation students attending school and living in the MSCC.

Main Activities:

- Identify mental health issues, areas of concern.
- Identify and review existing programs.
- Identify existing partnerships, develop any new partnerships to address student needs.

- Develop and create strategies, policies, protocols, and programs to support mental health and wellness for MSCC students and staff.
- Coordinating programs, resources for mental health services, work with the Regional Health Authorities and other service providers.
- Provide support to MSCC Staff.
- Provide reports, work plans; and
- Travel to Matawa First Nation community schools.

2. Provide services to Matawa First Nation students while living off reserve in Thunder Bay.

   Main Activities:
   - Provide resources and support services to students who are experiencing difficulties within their environment.
   - Provide ongoing support and coping skills to students that are transitioning, dealing with family difficulties, grieving etc.
   - Provide individual counselling and support to students who are experiencing social/emotional behavioral difficulties.
   - Provide support to students encountering addiction problems.
   - Provide support to students experiencing pregnancy or parenthood.
   - Provide support to students at risk of dropping out of school.
   - Referral services to community agencies.
   - Collaborate with community programming that address mental health and wellness.
   - Bridging gaps between student, Care Centre, and school.
   - Prepare workshops and presentations for students promoting health and wellness.
   - Collaborate with MSCC Manager and staff when planning and conducting programs; and
   - Maintain confidential student reports and assessments.

3. Leadership

   Main Activities:
   - Develop and enhance relationships with Matawa First Nation Education Authorities, parents, and Education Counsellors.
   - Liaise and develop partnerships with community Mental Health Services.
   - Matawa First Nation community visits in times of crisis; and

4. 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, Psychology, or related discipline and work experience.
- Understanding of mental health issues with First Nation youth.
- Mental Health service providers.
- Experience in strategic planning and development in mental health and wellness for First Nation students.
- Experience and understanding of mental health strategies and intervention models to support student success and academic setting.
- Ability to maintain a high level of confidentiality.
- First Nation Cultures and lifestyles; and
- Fluency in Ojibway, Cree or Oji-Cree is considered 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's mental health program.

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the school's MHW. 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 and tuberculosis skin test.
- Must be able to work on call as required; and
- Hold a valid Ontario driver's license

WORKING CONDITIONS

Physical Demands

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

Environmental Conditions

The MSCC may be a busy facility. The MHW 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. The MHW 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 MHW 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.