MATAWA FIRST NATIONS MANAGEMENT

Matawa
EDUCATION & CARE CENTRE

Job Description

Youth Care Leader

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

Reporting to the Executive Director and the Matawa Student Care Centre Manager, the Youth Care Leader (YCL) is responsible for the supervision and safety of Matawa students living in the Matawa Student Care Centre (MSCC). Youth Care Leaders will be responsible for the 24-hour physical supervision of the students while acting as a positive role model. This position will act as a liaison for the students, their families, the administration, and teaching staff.

SCOPE

As a member of the Matawa Education team, the YCL supports students living in the Matawa Student Care Centre as they move toward the successful completion of their secondary education and continue on their pathways to work, training or post- secondary education programs. The YCL will work directly with students to build a healthy relationship of trust. The YCL 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. The YCL will work towards promoting a healthy and positive lifestyle for the students of the MSCC by dealing firsthand with issues that may arise, such as substance abuse, emotional issues, family, and peer relationships. The YCL will consult with parents/caregivers, MSCC/MEC administration, students, and co-workers to determine student safety needs and develop appropriate responses to those needs.

RESPONSIBILITIES

1. The overall supervision and care of students who live in the MSCC as well as other shift specific duties.
    - 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
    - Provide support to the students and encourage them to complete their required tasks i.e.: homework, cleaning their rooms, washrooms etc.
    - Ensure light housekeeping duties are being upheld, such as sweeping, organizing, and tidying communal areas.
    - Notify supervisor(s) of urgent safety issues/situations as quickly as possible, while following the specific policies and procedures for incident reports.
    - Conduct regular checks on the students in their rooms/communal areas, as per the policies and procedures
    - Maintain communication with other YCL's
    - Assist in emergency situations (e.g., missing student, intoxicated student, student in need of medical support)
    - Participate in mandatory YCL training
    - Evaluate the effectiveness of the Youth Care Leader duties and make recommendations for their improvement

2. Support activities for Matawa students

Main Activities

- Ensure each student has undergone a mental wellness screen before being admitted into the Care Centre, and ensure you are aware of specific mental wellness concerns
- Arrange for transportation to student activities as needed, including medical appointments by utilizing the On-Call drivers and Student Support Coordinators
- Encourage MSCC students to participate in after-hours Student Activities and Cultural Activities
- Provide support to the cultural workers working with the MSCC students after hours

3. Promote programs and local services

Main Activities

- Ensure the Matawa students are aware of available activities (e.g., school-run, city-run, youth organization-run)
- Ensure the Matawa students are aware of available supports (e.g., addictions, legal, health, financial)
- Maintain positive working relationships with organizations such as police, ambulance, hospitals
- Maintain positive working relationships with fellow co-workers and MECC Administration
- Monitor the use of equipment (i.e.: exercise rooms/communal areas) and facilities (i.e.: Communal areas of the MEC or MSCC)

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

5. Other duties
    - Consistent review of expectations, policies, and procedures as they relate to the MSCC and the YCL
    - Perform other duties as required

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Demonstrated initiative in youth supervision or care
- Knowledge of First Nation education
- Knowledge of First Nation 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

Skills

The incumbent must have proficient skills in the following areas:

- Ability to obtain a Vulnerable Sectors Criminal Reference Check
- Effective Communication skills
- Analyzing and problem-solving skills
- Excellent decision-making skills and crisis response skills
- Effective negotiation and mediation skills
- Excellent stress and time management skills
- Excellent written, verbal, interpersonal, presentation, and analytical 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

- Grade 12 diploma.
- 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
- 3 years of successful residence/accommodations experience preferred.
- Ability to work independently and with confidentiality.
- Demonstrated knowledge and understanding of, and personal commitment to the Anishinaabe way of life with ongoing involvement with Anishinaabe culture and traditions.
- Understanding of First Nation and Ontario education systems.
- Understanding of issues faced by First Nation youth.
- Demonstrated working knowledge of Anishinaabe educational resources and an understanding of Anishinaabe students and family cultural needs.
- Fluency in Ojibway, Oji-Cree or Cree is considered an asset
- Excellent communication and interpersonal skills.

WORKING CONDITIONS

Physical Demands

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

Environmental Conditions

The MSCC is a busy facility. The YCL 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 YCL may find the environment to be busy and 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 YCL to concentrate.

Mental Demands

The YCL will be responsible for the care of underage youth, this responsibility is regarded as the most important aspect of their day-to-day work of the. The YCL 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 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.