MATAWA FIRST NATIONS MANAGEMENT

Matawa
EDUCATION & CARE CENTRE

Job Description

Safe Sobering Site
Youth Crisis Intervention Worker

PURPOSE OF THE POSITION

Reporting to the Matawa Education Executive Director of Education, and the Youth Inquest Manager, the Youth Crisis Intervention Worker (YCIW) is a mental health professional providing counselling and support services to youth under emotional distress often caused by mental and behavioral issues. These interventions are done in conjunction with applicable staff to ensure wrap-around supports are in place for all Matawa students in Thunder Bay. The YCIW assists Matawa students with crisis intervention, practical assistance, and short-term counselling in the immediate aftermath of a traumatic event.

SCOPE

Within the MECC, the YCIW assists the Executive Director and the Youth Inquest Manager in the implementation of safe programming and services for students in the Safe Sobering Site.

Responsibilities/Duties

- Maintaining records of student data;
- Assesses students' immediate needs and assists them to define and implement an action plan. Provides information to students on resources available and sets up appropriate services;
- 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;
- Provides crisis intervention and risk assessment for students;
- Maintains case notes, student records documents, forms and statistical information;
- Able to be comfortable interacting with and providing service to students that may have acted out behaviors.
- 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:

- 3+ years education related work experience;
- Degree or Diploma in Business, Marketing or Information Technology, Education, Social Work or equivalent combined community work experience;
- Knowledge of Indigenous Education and Mental Wellness, Challenges, and Delivery models;
- Maintaining absolute confidentiality regarding student records per the Privacy Act, Education Act and Matawa First Nations Management policies and procedures;
- 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 YCIW.
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 different backgrounds(including but not limited to students, the general public, school staff, education staff and management, community organizations, government agencies, and other parties).

- Must provide a current Vulnerable Sector/Criminal Record Check.

WORKING CONDITIONS

Physical Demands

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

Environmental Conditions

The Matawa Education and Care Centre may be a busy facility. The YCIW may have to manage a number of tasks at one time, and they may be interrupted frequently to meet the needs and requests. The YCIW 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 YCIW to concentrate.

Mental Demands

The YCIW 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 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.