

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Youth Inquest Manager

PURPOSE OF THE POSITION

Reporting to the Matawa Education and Care Centre (MECC) Executive Director, the Youth Inquest Manager oversees all aspects of the implementation of the recommendations and related activities delivered by the Jury for the Thunder Bay Seven Youth Inquest as they pertain to the Matawa First Nations Management (MFNM), Matawa First Nations communities, Matawa Education Department (MED) and the Matawa Education and Care Centre (MECC). As a part of this responsibility the Youth Inquest Manager will be responsible for coordinating and organizing all aspects of after hour student safety including the Matawa Education and Care Center's Safe Sobering Site (SSS) and On Call Workers. The position will do this by overseeing the day-to-day operations, including clinical and administrative, and by coordinating the efforts of all staff assigned to the center. In addition, the Youth Inquest Manager will direct and organize the efforts of the Youth Inquest Assistant.

SCOPE

Within the Education Partnerships Program – Structural Readiness Component, the Youth Inquest Manager assists the Executive Director of the Education Department and MECC Principal to implement the jury recommendations and undertake activities related to the Inquest. The Youth Inquest Coordinator also assists in the development and distribution of communication and promotional materials related to the Inquest Recommendations, including tracking the status and progress of Inquest Recommendations.

With respect to the Safe Sobering Site, the Youth Inquest Manager is responsible for providing a safe environment for Matawa students who are intoxicated from substances. The Youth Inquest Manager will ensure that staff assess students for the appropriate levels of care and are linked to on-going services through applicable partners. Further, to coordinate the services provided at the withdrawal site with other services offered by the center including crisis services, other substance use and mental health treatment services and resources to support recovery. The Youth Inquest Manager will take a proactive approach to improve services or correct deficiencies as they become apparent through the utilization of internal/external resources. Through constant evaluation of services, they will be responsible to ensure that the appropriate level of care is being provided to students who need assistance.

RESPONSIBILITIES

1. Supervisory Responsibilities

Main Activities:

- Oversee all after hours support for the Safe Sobering Site and the On Call Workers
- Schedule, supervise and coordinate the staff within the Safe Sobering Site and the On Call Department
- Provide training opportunities and advisory oversight to both departments
- Conduct all Performance Evaluations for staff;
- Support and/or lead implementation of the Inquest Recommendations (IR);
- Coordinate meetings, travel, proposals, reporting, training and materials related to IR;
- Attend meetings with partners, including but not limited to (as determined by each individual organization):
 - The City of Thunder bay
 - Thunder Bay Police Service
 - Canada
 - Indian and Northern Affairs Canada
 - Health Canada
 - Ontario
 - Ministry of Education
 - Northern Nishnawbe Education Council
 - Matawa First Nations Management
 - Keewaytinook Okimakanak
 - Nishnawbe Aski Nation
- Liaise and share information with First Nations, community organizations, government agencies, and other parties to the Inquest;
- Track and record status of Inquest Recommendations and progress being made related to the recommendations;
- Provides clinical and administrative supervision to SSS staff of the program to ensure compliance with all regulatory requirements;
- Ensures compliance with organizational policies, procedures and government regulations;
- Responds to and manages any crisis concerning clients and/or potential clients;
- Maintain and continue building relationships, both formal and informal, with partner organizations to support the success of the program;
- Collaborate with other team members, including the Principal, Vice-Principal, Teachers, administration, and support staff to ensure optimal student care;
- Develop and implement of policies, procedures and relevant materials for the program in accordance with legislation and in relation to safety and emergencies;
- Facilitates on-site staff meetings;
- Monitors, coaches, and directs clinical team on implementing strategies to reach performance measurement benchmarks;
- Maintain communication with the MECC Mental Health Team in all stages of care and after-care (i.e. return to boarding home/school, communication to Parents, to Boarding Home Parents/School Staff, etc.).
- Record information and prepare reports concerning attendance and facility use.
- Travel where needed;

2. Administrative Responsibilities

- Prepares written reports, informational materials, and invoice documentation; collects and organizes data as requested by management or funders;
- Monitors program expenditures to stay within approved annual budget and assists with budget development;
- Develops staff schedules and ensure the unit operates within the parameters of requirements;
- Provide monthly, quarterly and yearly reports about program and opportunities as per Matawa and funding requirements;
- Effectively responds to needs and problems, initiates and maintains positive interactions, timely response to phone calls, email and other requests;
- Prepare proposals for Center improvements as necessary.

3. Perform other duties as required and identified by the Matawa Education Executive Director

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- 5+ years of education-related work experience;
- Minimum bachelor's degree in one of the following areas: Education, Community Services (Social Worker, Social Service Worker, Child & Youth Care, Native Child and Family Services); or equivalent community work experience;
- Minimum two (2) years related experience as a supervisor coupled with administrative duties;
- Thorough understanding of the Jury recommendations for the Thunder Bay Seven Youth Inquest;
- Knowledge and understanding of First Nation and Ontario education systems including issues, challenges and delivery models related to those systems;
- Demonstrated ability to work effectively with school staff, parents, administration, government and First Nation organizations;
- Knowledge of local programs and services for youth;
- Ability to maintain a high level of confidentiality;
- Knowledge of Ojibway is an asset.

Skills

The incumbent must demonstrate the following skills:

- Facilitation of meetings and focus groups;
- Presentations, including oral presentations and use of media (eg. PowerPoint, Prezi);

- Experience working with First Nations students or youth who are intoxicated and in crisis;
- Excellent oral and written communication skills;
- Demonstrated interpersonal and leadership skills;
- Experience with administration including record keeping, budgeting and reporting.

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Youth Inquest Manager. The incumbent must also demonstrate the following personal attributes:

- Must be able to perform work duties with minimal supervision;
- Exceptional organization and time management skills;
- Valid Ontario driver's license;
- Must be willing to travel as required;
- Must provide a current Criminal Record Check with vulnerable records check and tuberculosis skin test.

WORKING CONDITIONS

Physical Demands

The Youth Inquest Manager 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 Youth Inquest Coordinator 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 Youth Inquest Manager may have to manage a number of projects at one time and may be interrupted frequently. The Youth Inquest Manager 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 Youth Inquest Manager will have to manage a number of requests and projects at one time. They must be aware of 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	 Supervisor's Title
 Printed Name Date	 Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	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.