MATAWA FIRST NATIONS MANAGEMENT

Matawa
EDUCATION & CARE CENTRE

Job Description

Night Supervisor

PURPOSE OF THE POSITION

Reporting to the Matawa Education Executive Director of Education, and the Youth Inquest Manager, the Safe Sobering Site Night Supervisor (SSSNS) is responsible for the Safe Sobering Site's operation during night shift hours, attending to student and staff needs and concerns. The SSSNS will function as a liaison between the Youth Inquest Manager and evening staff.

SCOPE

Within the MECC, the SSSNS aids the Executive Director and Youth Inquest Manager in the implementation of safe programming and services for students in the Safe Sobering Site. The SSSNS works primarily night shifts in order to ensure the after-hours staff are provided with adequate support and guidance during their work.

Responsibilities/Duties

- Supervises evening and over-night staff, managing workflow, managing team schedules, training new hires, evaluating after-hours performance, preparing applicable reports for Youth Inquest Manager.
- Maintaining records of student data.
- Coordinating appropriate staff to respond to after-hours crisis.
- Coordinating reintegration programs and supports for students in active substance-use and addiction.
- Provides administrative and clerical support for the Safe Sobering Site, including correspondence, data input, filing, assembling files, and other duties.
- Consults with internal departments, external partners, and professionals.
- Provides supports for individuals with complex mental health and substance misuse.
- 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 behaviour.
- 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:

- Valid Ontario Driver's License
- Maintaining absolute confidentiality regarding student records per the Privacy Act, Education Act and Matawa First Nations Management policies and procedures.
- Successful experience working in the mental wellness field, addictions programming or equivalent areas.
- 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.
- Provide a current Criminal Record Check/Vulnerable Sector,

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 Night Shift Supervisor. 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 collaborate effectively with people from a variety for diverse backgrounds(including but not limited to students, the general public, school staff, education staff and management, community organizations, government agencies, and other parties).

WORKING CONDITIONS

Physical Demands

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

Environmental Conditions

The Matawa Education & Care Centre may be a busy facility. The SSSNS may have to manage a number of tasks at one time, and they may be interrupted frequently to meet the needs and requests. The SSSNS 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 maycause eyestrain and occasional headaches. The Education Department may be noisy and busy making it difficult at times for the SSSNS to concentrate.

Mental Demands

The SSSNS 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	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.