



CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

Student Support Services – Program Lead



Department:	Education
Reports To:	Principal, Kikendaasogamig Elementary School
Terms of Employment:	Regular (Permanent) – Full Time
Wage:	Staff shall be assigned salary as determined by the salary grids of the Chippewas of Nawash Unceded First Nation Board of Education (\$35.41-\$44.02 hourly)
Hours of Work:	37.5 hr/wk

JOB PURPOSE

Reporting to the Principal, the Kikendaasogamig Student Support Services – Program Lead (KSSP-Lead) oversees the Student Support Services Program and ensures that the team maintains current training, education and certification to ensure the delivery of the best possible mental health and wellness services to students in Neyaashiinigmiing. The KSSP-Lead maintains a counselling caseload and provides oversight/advice on case management and oversees plans of care developed by staff to ensure a professional standard is met, appropriate guidelines are followed and the best practices are applied.

KEY DUTIES AND ACCOUNTABILITIES:

Oversee the operations of the program including technology, health and safety, and staff:

- Ensures the program adheres to Chippewas of Nawash Unceded First Nation and Board of Education policies and procedures
- Attends training to maintain up-to-date knowledge and skills relative to the job and the program's mandate
- Utilizes experience to work within the School Mental Health Ontario Strategy 2022-2025 to develop a school Mental Health strategy
- Develops and implement both short and long-term tactical and strategic plans in accordance with program goals and objectives
- Develops strategic performance metrics and targets that are consistent with the program's goals
- Directs the human resources and personnel functions of the program
- Manages the efficiency and effectiveness of the program's daily operations
- Evaluates the effectiveness of plans of care, and provides professional expertise and support to team members.
- In conjunction with the Principal, oversees Student Support Services staff including scheduling, performance appraisals and performance improvement plans on a regular basis
- Provides team direction in mental health and wellness promotion, education, initiatives, resources, policies and procedures
- Provides support and guidance to school staff and parents regarding the implementation of social/emotional or well-being programming which impacts students' success and well-being
- Demonstrates leadership in the development and delivery of capacity-building learning opportunities focused on addressing student mental health needs in coordination with local stakeholders.
- Ensures the team is adhering to the principles of appropriate professional colleges and registrations
- Ensures client's rights are protected and the policy is followed in accordance with Chippewas of Nawash Unceded First Nation and Board of Education policies, the mental health act, the justice

system and the Child and Family Services Act

- Maintains documentation detailing service plans, outcome measures, community contacts and referrals
- Provides counselling, support and advocacy for children, youth and families

Communications

- Assists with referrals of clients to both community and off-reserve supports
- Develops and maintain relationships with children's mental health agencies, community programs, social agencies and professional bodies
- Be on call as required
- Audits cases and case notes to ensure quality of both individual and group programming
- Promotes traditional culture and Anishinaabemowin of the Chippewas of Nawash Unceded First Nation
- Performs other duties consistent with the purpose of the job as directed
- Attends information sessions and meetings as required (eg. Board of Education and staff meetings)
- Be willing to take additional training when required

REQUIREMENTS

Education and Experience:

- Bachelor of Education with an Honours BA/BSc/BSW, and two additional qualifications in First Nation, Metis and Inuit Counselling and Support and Special Education, or related specialization; OR Master's degree in Psychology, Psychiatry or Social Work from an accredited institution with experience working in an educational setting.
- Minimum of two (2) years' experience in a direct service role;
- Knowledge and experience in core service areas of child development, parenting, interpersonal concerns, physical/emotional/spiritual/mental wellbeing, work issues, mental health and addictions;
- Experience working for First Nations or First Nations Organizations.

Knowledge, Skills & Abilities:

- Ability to relate to and support all clients in a non- judgemental way
- Possess effective interpersonal and communication skills
- Ability to work as a part of a multi-disciplined team, including professional commitment, flexibility and good dispute resolution skills
- Must be able to maintain composure during frustrating interpersonal situations
- Proficient use of computer software (email, internet) and Microsoft Office applications (Word, Outlook)
- Able to maintain confidentiality and safe guard client privacy and understand and comply with all PHIPA standards
- Maintain accuracy and strong attention to detail regarding all levels of work.
- Knowledge of mandatory reporting requirements
- Must have experience assessing high risk clients and responding appropriately
- Ability to form and maintain strong relationships with community resources, treatment centres, social service networks and organizations
- Possess excellent verbal and written communication skills
- Adhere to professional codes of conduct specific to professional memberships or registrations.
- Ability to determine when to consult with Supervisor and/or other professionals to request assistance and/or make reports regarding mandates and professional reporting requirements
- Lead, coach and supervise the Student Support Services team at all levels of work.
- Excellent leadership and decision-making skills are required.

Designations, Licences & Requirements:

- Preference given to licensed, registered or certificated in good standing with a relevant provincial professional or regulatory body (OCT, OCSWSSW, CCPA, OACCPP, and/or CRPO);
- First Aid and CPR Certificate is an asset.
- Valid Ontario “G” Driver’s licence is required for work purposes
- Access to reliable vehicle for work related purposes
- Willingness to provide results of recent CPIC and Vulnerable Sectors Check
- Willingness to take all reasonable and necessary precautions to ensure personal safety as well as that of co-workers;

PROBLEM SOLVING & COMMUNICATION

- Assist with referrals of clients to both community and off-reserve supports
- Support and work with wellness workers and other community service providers
- Support and manage performance of all employees
- Audit cases and case notes to ensure quality of both individual and group programming
- Perform other duties consistent with purpose of the job as directed
- Attend information sessions and meetings as required
- Ability to manage high levels of stress and pressure
- Working in an office environment
- Attendance and conducting of presentations

DECISION MAKING & IMPACT

- Liaise with Board of Education program staff and Chippewas of Nawash Unceded First Nation programs.
- Guide, teach and support staff through case management meetings, consultation and mentorship and all areas of work
- Ensure clients rights are protected by following Chippewas if Nawash Unceded First Nation policies and relevant provincial and federal regulations (ie. PHIPPA)
- Demonstrate the ability to assist and support students and/or families who are experiencing a variety of diverse/difficult situations
- Ability to maintain strict confidentiality to all matters pertaining to students and community families
- Ability to maintain a personal code of conduct, integrity and sound judgement.

Other Duties

- Perform other related duties as assigned from time to time by the Principal.

STAFF

- Child and Youth Worker (2 positions)

WORKING CONDITIONS

- **Physical Demands** – Long periods of sitting, standing, typing and some walking. Lifting of some objects not exceeding 10 pounds
- **Environment** – Mainly an office environment and indoor locations with some exposure to outside during travel and events. Minimal exposure to hazardous material (cleaning supplies)
- **Mental Effort** – Quick thinking for frequent handling of difficult situations that some may find stressful and or upsetting. Accuracy of reports and meeting deadlines.
- **Position Type/Expected Hours of Work** – Regular full-time hours of 37.5 hours per week with availability for evening and weekend work as required

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

I hereby acknowledge and agree to comply with the above description necessary to fill the position.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date