

## **Job Description**

POSITION:	Project Manager -Youth Mental Health & Addictions
ACCOUNTABILITY:	Director of Services
CLASSIFICATION:	Full-Time Contract
DATE APPROVED:	October 24, 2023

### **JOB PURPOSE**

The Project Manager – Youth Mental Health & Addictions is responsible to conduct an analysis and feasibility study to determine the need for tier three youth mental health and addiction services in support of child welfare services including Roundhouses, Treatment Models, and a Service Integration Model for individual North Shore First Nation communities. The Project Manager – Youth Mental Health & Addictions will prepare a final report based on the analysis. The Program Manager - Youth Mental Health & Addictions will consult with the North Shore Tribal Council Communities and work with members of the Agency Senior Management Team. The Project Manager - Youth Mental Health & Addictions functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Nogdawindamin Family and Community Services and contributes to the accomplishment of the strategic priorities.

### **KEY JOB FUNCTIONS**

#### **Program Management**

Responsible for conducting an analysis and feasibility study to determine the requirement and implementation of tier three youth mental health and addiction services including Roundhouses, Family Treatment Models and a Service Integration Model for the North Shore First Nations and North Shore Tribal Council Agencies in support of child welfare services.

- Liaise, consult and work effectively with North Shore First Nation communities, Nogdawindamin Family and Community Services, and affiliates.
- Consult regularly with First Nations and North Shore Tribal Council Agencies to define and plan community engagement sessions.
- Investigate and research existing tier three Indigenous youth mental health and addiction services and Service Integration Models.
- Develop a tier three Youth and Family Addiction Service Integration Model that reflects local Anishinabek culture, ethics and traditions and programs and services along the North Shore.
- Develop detailed project work plans.
- Define data elements as required and develop data collection tools.
- Identify existing data sources and collection methods.
- Gather, compile, and maintain data through consultations with North Shore Tribal Council Communities, Nogdawindamin Family and Community Services, and affiliates.
- Develop reports, discussion and high-level briefings as required.
- Ensuring detailed records and statistics of all meetings related to the project are maintained.
- Meet reporting requirements of funding agency.
- Ensuring on-going day to day evaluation of project activities is consistent and appropriately achieved.
- Promote, support, and maintain effective working relationships; base child focused practice while assisting.
- Ensure the development and implementation of appropriate protocols, policies, and procedures with the North Shore First Nations.
- Facilitate meetings for planning as required.
- Develop a final report in respect to a regional model versus community-based model including need assessment, requirements, feasibility, design, and implementation requirements.

#### **Relationship and Team Building**

The Project Manager - Youth Mental Health Addictions will work collaboratively and cooperatively at all levels to support the use of a family centered, strengths-based child-focused, and culturally appropriate practices while assisting families in building their capacities to provide safe and nurturing environments for children.

- Prepare and monitor of project budget and make recommendations.
- Demonstrate behaviors, actions and attitudes that are consistent with Agency vision, mission, and values.
- Provide opportunities for the enhancement and development of positive cultural identities of the children, families and communities served.
- Ensure effective and professional communications with all internal and external service providers.
- Share information according to privacy and/or confidentiality guidelines.
- Work respectfully, positively, professionally, and collaboratively with team members.
- Ensure detailed records and statistics of all meetings related to the project are maintained.
- Prepare and submit monthly reports, attendance records and travel expense claims.
- Follow the Agency's human resources, finance and other policies and procedures in the performance of duties.

### **Cultural Competency**

Participate in cultural activities within the agency.

- Follow the Seven Grandfather teachings as it relates to the position in line with the vision and mission of the Agency.
- Actively attend and participate in regular Anishinaabe Aadziwin cultural training and/or activities provided by the Agency.
- Ensure appropriate cultural opening when coordinating meetings both within the agency, for clients, families, communities, and other collaterals.
- Actively seek guidance from cultural staff how to incorporate culture into the position or how to work from a cultural perspective.
- Engage in learning and incorporating Anishinaabemowin language within the position.

### **Administration and Reporting:**

Complete administrative functions and reports, and adhere to Agency policies, procedures, and relevant practices.

- Ensure submissions of reports are completed and reviewed.
- Prepare reports, statistics, briefing notes, and correspondence as required.
- Develop and maintain an individual detailed work plan of activities.
- Ensure confidentiality and safekeeping of all Agency documents and records.
- Develop and maintain accurate, up-to-date, and concise work files.
- Work in compliance with the Occupational Health and Safety Act and any other relevant legislation.
- Prepare and submit monthly reports and travel expense claims and maintain attendance records.
- Follow Agency human resources, finance and other policies and procedures in the performance of duties.

### **Other Duties**

- Act in accordance with agency Code of Ethics and always maintain confidentiality to protect the privacy of Agency staff, families, and communities.
- Participate in internal or external committees as required or assigned.
- Perform additional related duties in accordance with job responsibilities and department objectives.
- Participate in training, cultural events and other mandatory training as required.
- Other duties as required or assigned.

## **QUALIFICATIONS**

### **Minimum Education**

- University degree, in a social services, health or administration related field.

### **Minimum Experience**

- Required two (2) years' experience at a senior level position within the child welfare system with working

knowledge of the CYFSA, child welfare data elements, funding framework, and organizational service systems.

- Equivalent combination and Education and Experience may be considered

**Knowledge Requirements**

- Knowledge of First Nation communities and structures
- Knowledge of local services available to children and families
- Knowledge and understanding of the Child Youth and Family Services Act
- Knowledge, understanding, respect and sensitivity of Anishnawbek culture, traditions, and the Seven Grandfather Teachings
- Knowledge of North Shore First Nations

**Special Skills**

- Excellent interpersonal skills
- Excellent case management and coordination skills
- Excellent mediation skills
- Excellent conflict resolution skills
- Excellent problem-solving skills.
- Excellent oral and written communication skills
- Excellent organizational skills
- Excellent time management skills
- Excellent computer skills with MS Office software
- Excellent facilitation, coordination, assessment, and planning skills
- Ability to work independently and within a team environment.
- Ability to deal with difficult and conflicting situations.
- Ability to use good judgment and consistently display a positive and helpful attitude.
- Ability to take initiative and meet deadlines.
- Ability to work flexible hours including unplanned overtime.
- Ability to adapt to and manage change.
- Ability to work with confidential and highly sensitive and personal information.
- Proven ability to work with First Nation communities and people.
- Ability to understand and speak Anishnaabemowin is a definite asset.

**Other Requirements**

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Ability to understand and speak Anishnaabemowin is a definite asset
- Must provide a Criminal Records Check deemed satisfactory by the employer
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

**WORK SITE LOCATION**

To be determined.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

While performing the duties of this job, the Project Manager - Youth Mental Health & Addictions will typically be in an office and client home setting. The Project Manager - Youth Mental Health & Addictions is frequently required to operate a computer, file and retrieve written documents, and work overtime when required or during emergency situations. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending. The Project Manager - Youth Mental Health & Addictions will be required to travel to meetings within the district.

The implementation of child welfare programs and the administration of employees can be emotionally and mentally challenging. As a result, this position is more emotionally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings.

Non-physical demands include a work environment where the noise level is usually moderate to high. The nature of the position may expose the Project Manager - Youth Mental Health & Addictions to high levels of tension when dealing with issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

Given the traditional practices of Aboriginal people, from time-to-time exposure to smoke from the burning of sacred medicines; tobacco, sweet grass, sage or cedar, may occur.

### **TECHNOLOGY & EQUIPMENT**

Computer, photocopier, telephone, fax machine and cell phones.

### **SUPERVISORY RESPONSIBILITY**

This position is not required to supervise staff.

### **KEY RELATIONSHIPS**

#### **Internal**

The position requires interaction with the Chief Executive Officer, Senior Director of Services, Director of Services, Protection and Resource Managers, Supervisors, co-workers, and other staff.

#### **External**

The Project Manager - Youth Mental Health & Addictions will interact with First Nation staff, community members and other agencies.

### **DISCLAIMER**

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned.

### **SIGNATURE**

This is to acknowledge that I have received a copy of this job description and understand its contents.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date