

Nipissing University
JOB DESCRIPTION

JOB TITLE:	Dibaadan Wellness Coordinator
DEPARTMENT:	Student Development and Services
CLASSIFICATION:	Coordinator E
WAGE GRADE:	WG 90
EMPLOYMENT STATUS:	Full-time Support
SUPERVISOR:	Manager, Student Mental Health & Wellbeing

SUMMARY OF FUNCTIONS:

Reporting to the Manager of student Mental Health & well-being, the Dibaadan Wellness Coordinator responds to the specialized mental health needs of students at Nipissing University from an Indigenous worldview. As a member of the Student Counselling Services team, the Dibaadan Wellness Coordinator is responsible for providing specialized wellness services, which include wellness checks, case management & service navigation, sharing of Traditional wellness teachings, facilitation of Traditional Healing Ceremonies, and coordinating various student development /retention programs.

This role also assists the University by providing culturally appropriate services and assisting Student Development and Services Division to increase their capacity to effectively support Indigenous Students. The Coordinator participates in both individual supervision with the Manager, Student Mental Health & Wellbeing and peer-supervision with other counselling staff.

DUTIES & RESPONSIBILITIES:

Indigenous Wellness Support (50%)

Provides direct wellness support to students

- Develop and maintain appropriate support relationships with students
- Provide case management support for students with wellness concerns
 - Act as a point-person for students seeking support
 - Provides regular wellness check-in appointments
 - Provides ongoing risk assessment & monitoring
- Provide Service Navigation & Referral
 - Locates resources, solutions, and culturally appropriate supports to assist students
 - Facilitate supported referrals to other Nipissing wellness supports (i.e., SIS, SCS)
 - Navigates the processes and procedures of community/campus referrals with/for students
 - Connects with external health providers and community agencies to request clinical records, discharge summaries or other required documentation/clinical information
- Implement wellness interventions based on Indigenous Wise Practices
 - Establish appropriate intervention plans with the student (in consultation with the Manager as required)
 - Interventions may include Indigenous cultural teachings, sharing circles, support groups, land-based engagements, and other cultural practices as appropriate
- Crisis Support & Risk Management
 - Provide de-escalation support to students in a high distress
 - Accurately assess individual functioning and risk of harm
 - Initiate and support individual crisis response as needed
 - Provides a supported transfer to additional intervention services
 - Offer individual/group debriefing sessions as needed in response to critical incidents

- Maintain student records and confidentiality of records as per departmental procedures
- Participate regular in peer case consultation and individual supervision
- Participate in the evaluation of the effectiveness of wellness programs
- Participate in program development and facilitation of support groups and other wellness initiatives

Student Development and Retention

(30%)

- In collaboration with the Office of Indigenous Initiatives
 - assess the needs for culturally specific wellness programs and activities
 - develop and implement specialized outreach programs to enhance Indigenous student wellness through participation in culture
 - develop community connections with Elders and Knowledge Keepers who could facilitate Traditional Teachings, and Indigenous Traditional Healing Ceremonies
- Develop and lead specialized mental health prevention and education programming from an Indigenous cultural worldview
- Curate and disseminate self-help resources for student wellness
- Develop and facilitate outreach for campus wide prevention and awareness programs
 - i.e., REAL TALK, MENTAL Strength, NUListens, Bell Lets Talk, Pink Shirt Day
 - Participate in outreach to increase awareness of Student Counselling Services and its programs
- Develop and collect outcomes measurements regarding the effectiveness of outreach & prevention programming
- Participate in institutional and departmental student retention initiatives, as required

Community Development and Capacity Building

(15%)

- Provide training to Nipissing University Employees and community partners regarding mental health, Indigenous Wise Practices, and Culturally appropriate care
- Support Student Development & Services ongoing efforts to increase cultural awareness and competency of staff members (professional and paraprofessional)
- Curate and disseminate resources for best practices in supporting Indigenous Student Wellness
- Engage with Student Development & Services programs to support the Indigenization of Nipissing University services
- Develop and maintain positive working relationships with Nipissing employees and community partners
- Represent Student Counselling services at committees and working groups
- Provide mentorship and support for student employees working within the SDS division
- Provide consultation regarding the support needs of University Students

Departmental Support

(5%)

- Maintains and updates online resource library
- Assists with the creation and management departmental social media content
- Assists with the maintenance of community referral information
- Provides back-up coverage for the Student Development & Services front desk, monitoring counselling department service request emails, and responding general inquiries about wellness supports for students

Other duties as assigned

QUALIFICATIONS:

Education:

A minimum undergraduate degree (or equivalent) is required. Registration with as a Social Service Worker with OCSWSSW or equivalent registration will be considered an asset.

Training, Experience, Knowledge & Skills Required:

- One to three years' experience in counselling methods/techniques with Indigenous students or adults

- Demonstrated knowledge, experience, understanding of Indigenous mental health and wellness practices (which could include cultural practices, Indigenous Healing methodologies, traditional skills, wise practices, and Healing Ceremonies) is required
- Experience working with Indigenous individuals, communities, and organizations
- Experience supporting young adults with mental health concerns
- Experience liaising with Indigenous community organizations who can facilitate Traditional Teachings, and Indigenous Traditional Healing Ceremonies to support individuals with mental health concerns
- Demonstrated commitment to ongoing learning and skill development
- ASIST Suicide intervention training, or equivalent
- An understanding and experience with Indigenous wellness and holistic support
- Knowledge of the Indigenous best practices for supporting wellness (which may include knowledge of medicine wheel, smudging, sharing circles, etc.)
- Knowledge of unique challenges faced by Indigenous students and First-Generation Students
- Knowledge of community-based mental health treatment, support services and programs
- Ability to develop trust and a positive working relationship with students and stakeholders
- Excellent interpersonal and communication (written and verbal) skills, particularly in working with Indigenous communities and cultures
- Ability to manage time effectively and prioritize tasks
- Engage in ongoing self-reflective practice
- Participate in ongoing skill development activities and trainings
- Strong working knowledge of computer and software applications (MS Office Suite, Internet, E-mail)
- A valid driver's license is preferred
- A current, negative criminal record vulnerable sector check (i.e. not have been convicted of a criminal offence for which a pardon has not been granted)

RELATIONSHIPS/CONTACTS:

Supervised by: Manager, Student Mental Health & Wellbeing

Internal Contacts: Students, Faculty and Staff

External Contacts:

- Community Members and Elders
- Support services at Canadore College
- Community service providers (ie: medical professionals, community mental health services, women's centers, social services, Indigenous community services)
- Other post-secondary counselling services and Indigenous services departments

MATERIALS UTILIZED:

- General Office equipment
- Microsoft Office Suite (Word, Excel, PowerPoint) and specialized database software
- Confidential student records (i.e. psychological assessments, casework records, medical assessments)
- Psychological assessment instruments and screening tools

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Daily intense mental concentration and observation of students' verbal and non-verbal behaviours
- Ability to maintain sensitivity to, and cope with, information which may be traumatic or highly confidential
- Some occasional evening, and weekend work may be required

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (please print)

Employee Signature

Date

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Approvals

Supervisor

Date

Human Resources

Date