



MATAWA HEALTH CO-OPERATIVE

Registered Practical Nurse Job Description

PURPOSE OF THE POSITION

Matawa First Nations has established the Matawa Health Co-operative (MHC). This provincially incorporated Co-operative consists of the nine Matawa member communities – Webequie, Neskantaga, Nibinamik, Eabametoong, Marten Falls, Aroland, Ginoogaming, Long Lake # 58 and Constance Lake First Nations.

With the support and guidance from the Executive Director of the Matawa Health Co-operative or their designate, the employee will provide services and care with emphasis on a holistic approach to support clients, communities, and families of the Matawa communities.

SCOPE

The Matawa Health Co-operative is one of the first Indigenous Health Co-operatives in Canada. Its purpose is to provide collaborative and accountable health service to member First Nations. As a co-operative, the members set the direction and it reflects the unique nature of each First Nation. The MHC is flexible and how services are implemented must reflect the priorities, capacity and diversity of each First Nation.

The person must be committed to a community development philosophy, primary care model, and inter-disciplinary health practice, establishment of partnerships with other agencies, cultural competency and collaborative relationships with other staff.

RESPONSIBILITIES

1. The Registered Practical Nurse will provide primary health care to clients of the Matawa First Nations Tribal area as guided by the College of Nurses of Ontario.
2. Provide telephone triage and client follow-up as needed.
3. Perform nursing process through assessment, diagnosis, planning, intervention and evaluation.
4. Provide nursing support to providers in selected procedures when needed.
5. Provide basic laboratory and phlebotomy procedures and treatment services (e.g. urine tests, glucometer readings, dressings, injections, immunizations, allergy treatments, etc.)
6. Provide client screening and health education within the scope of practice.
7. Order and maintain medical supplies, laboratory supplies and immunizations as needed.
8. Contribute to and support quality improvement initiatives.
9. Ensure infection control and occupational health and safety standards are followed in practice.
10. Distribute and stock harm reduction supplies, including assembly of kits, and educate people about the use of supplies, tracking of use and proper assembly.

11. Participate in chart reviews and case conferences
12. Performs other duties as requested;

QUALIFICATIONS AND REQUIREMENTS

The applicant must have proficient knowledge in the following areas:

1. Registered Practical Nurse, in good standing with the College of Nurses of Ontario;
2. Two (2) years experience in a community setting or clinical nurse's role, family practice or primary health care setting preferred; but open to a new graduate;
3. Experience in program development, implementation, monitoring and evaluation, an asset.
4. Ability to do basic, advanced foot care an asset.
5. Ability to display and support Matawa Health Co-operative's vision, mission, and goals in providing respectful and effective health care
6. Proficiency in the use of computers and relevant software applications including Electronic Medical Records
7. Current certificate in CPR and First Aid
8. Ability to satisfactorily pass a Tuberculin (TB) Skin Test and Criminal Records Check (including Vulnerable sector)
9. Must be able to travel to the Matawa First Nation Communities when required
10. A valid driver's license and access to a vehicle and insurance to travel to communities
11. Ability to speak Oji-Cree or Cree an asset

Skills

The applicant must demonstrate the following skills:

- Exceptional oral, written and presentation skills
- The ability to maintain patient confidentiality
- Must be able to perform work duties with minimal supervision
- Strong conflict resolution skills;
- Strong interpersonal skills;
- Ability to work effectively with all members of the health care team;
- Ability to prioritize, manage time effectively and be flexible in a very active work environment;

WORKING CONDITIONS

Physical Demands

The Employee may have to travel to the communities in all weather conditions. 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 Employee 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 employee may have to manage a number of projects at one time, and may be interrupted frequently. The employee 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 employee 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

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name Date	<hr/> 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.

Chief Executive Officer'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.