



**MATAWA HEALTH  
CO-OPERATIVE**

Public Health Nurse  
Job Description

## **PURPOSE OF THE POSITION**

Matawa First Nations has established the Matawa Health Co-operative (MHC). This provincially incorporated Co-op 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, and families of the Matawa communities.

## **RESPONSIBILITIES & DUTIES**

Under the direction, guidance and supervision provided by the Executive Director, the Public Health Nurse is responsible for providing public health programs and services on health protection, promotion, promotion and maintenance, disease and injury prevention and community participation and development.

1. Acts as a Public Health Nursing consultant to other professional and community groups.
2. Planning and delivering a Public Health Programs, taking into consideration our Indigenous culture and traditional values which influence individual, family and community;
3. Delivering an immunization programs in accordance to FNIHB Immunization Policy and Procedures and Ministry Standards. Also, ensuring to maintain a communicable disease reporting program in collaboration with CD Nurse of FNIHB and Clinical Manager;
4. Acts as a resource person to communities, groups, individuals and peers
5. Facilitates community development and community mobilization.
6. Identifies local health issues and population-based needs in health planning.
7. Able to perform Covid-19 testing and contact tracing.
8. Maintains competence relevant to current practice and trends in the field of public health by participating in continuing education opportunities.
9. Providing screening clinics and prioritized health education and promotion sessions to individuals, and community groups;
10. Delivering public health services in group or individual settings, such as, in home and/or designated community sites, health care facility, and the community hall/centre;
11. Developing and maintaining positive relationships with individuals, families, the First Nation staff (CHR, FSW, HPW, PSW, etc), FNIHB nursing staff, Leaders of the community and clarifying Matawa Health Services policies and professional requirements when required;
12. Supporting the First Nations in development of safe efficient health facilities/operations;

13. Meeting with or communicating via telephone and sharing information with (signed consents of our clients) with physicians, nurse practitioners, optometrists, dentists, and hospital authorities/Nursing stations or other agencies involved in the care of the First Nations' community members on a regular basis and as required;
14. Developing a community workplan based on the organizational strategic plan and reviewing and reporting on its progress annually;
15. Participating in the ongoing quality assurance process;

### **Other Responsibilities**

Under the direction of the Public Health Lead, the Public Health Nurse is responsible for:

- Reporting to the Public Health Lead on all matters pertaining to the Community Public Health programs;
- Completing and submitting weekly, monthly, quarterly and annual statistics, correspondence and reports; preparing and submitting immunization statistical data to FNIHIS and TBDHU.
- Completing all communicable disease reports and ensuring all data is submitted to the CD Nurse at FNIHB and Clinical Supervisor;
- Assist with preparation with Matawa Health Cooperative service reports;
- Other activities may be assigned with the collaboration with the inter-professional team;
- Completing and submitting an annual community prioritized workplan according to approved format; participating in the annual review and update;
- Maintaining complete, accurate, legible, and timely client files (chronic and/or high-risk mothers/children) using the approved format client electronic medical records;
- Ensuring safekeeping of over the counter medications and supplies;
- Participating in community-based public health committees
- Participating in professional meetings, conferences, seminars, and reviewing professional literature for community development;
- Meeting and planning with the public health team at the Matawa Health Cooperative
- Providing nursing assessments and collaboration of services when required with all community partners.
- Participating in the development and evaluation of policies and procedures when required;

### **Organizational Responsibilities**

As a representative of the Matawa Health Co-op, the employee is responsible for:

- Reflecting and interpreting the organization vision, mission and core values in his/her own work with enthusiasm and commitment;

- Acting in accordance with relevant legislation and organization policies and procedures;
- Proposing changes within MHC that would improve the quality of service to our First Nations' children, families and communities;
- Developing and maintaining respectful, cooperative working relationships to contribute to the delivery of services to First Nations' children, families and communities;
- Understanding their role and responsibility in maintaining a safe workplace and reducing workplace injuries;
- Ensuring accuracy, confidentiality and safekeeping of agency records;
- Participating constructively in the supervision process with the Clinical Supervisor;

### **Accountability**

The Public Health Nurse is accountable for:

- Following the Medical Directives set out by Matawa Health Cooperative (MHC) and First Nations Inuit Health Branch (FNIHB);
- Following all policies and procedures set out by MHC, FNIHB and Ministry;
- Maintaining relevant knowledge, skills and leadership competence through continuing education;
- To the professional governing bodies (College of Nurses of Ontario and Registered Nursing Association of Ontario);

## **Education and Specific Job Requirements**

### **Education and Experience**

- Bachelor's Degree in Nursing; or minimum three-year nursing diploma will be accepted;
- Current Certificate of Competence from the College of Nurses in Ontario
- Minimum of 2 years of related nursing work experience;
- Minimum of 2 years experience in working with First Nation communities and/or equivalent organization

### **Skills and Abilities**

- Excellent leadership, organizational and communication and problem-solving skills
- Expertise in developing and maintaining excellent working relationships with all members of the health care team and partner organizations
- Ability to work in a collaboration practice model
- Strong health assessment/clinical skills
- Capacity to adapt quickly to a dynamic work environment
- High degree of accuracy and attention to detail
- Electronic documentation of health records

- Knowledge of various computer systems and applications (ie. Microsoft Office, etc.)
- Ability to speak Oji-Cree or Ojibway an asset.
- Broad knowledge of the services provided Matawa First Nations and member First Nations. They must be familiar with the politics and health related trends in the area and able to translate that familiarity into social action to benefit the local health programs

### **Other Requirements**

- Must be able to perform work duties with minimal supervision
- Must be willing to work in a team like setting
- Must be willing to travel as required
- Must provide a current Criminal Record Check and Vulnerable Sector Search
- Must have a valid CPR and Standard First Aid Certificate
- Ability to satisfactorily pass a Tuberculin (TB) Skin Test
- Must provide evidence of registration with the appropriate regulatory bodies (CNO & RNAO)
- Must possess a valid drivers' license and access to a reliable personal vehicle

## **WORKING CONDITIONS**

### **Physical Demands**

The employee will have to travel to our First Nations communities. 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.

<p>_____ Employee Signature</p> <p>_____ Printed Name                      Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor's Title</p> <p>_____ Supervisor's Signature              Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Chief Executive Officer's Signature              Date</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p>	

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.