



EMPLOYMENT OPPORTUNITY

Position: Nursing Transfer Initiative (NTI) Administrative Assistant

Background:

Incorporated in 2017, the Matawa Health Co-operative (MHC) is a Matawa First Nation owned and controlled health co-operative that provides health care services to enhance existing health services to achieve long-term health and well-being for all members within the nine (9) Matawa First Nations. It is overseen by a Board of Directors and is a member of the Health Care Co-operatives Federation of Canada. The MHC is community-driven with available services being tailored to individual community's needs. It is the first of its kind in Canada.

The MHC works to incorporate traditional healing and medicines in addressing the wholistic health needs of the Matawa First Nations focusing on the priorities of mental health and addictions, diabetes and chronic diseases.

The organization is accepting applications for **NTI Administrative Assistant**.

Position Summary:

The NTI Administrative Assistant will provide general day-to-day administrative and clerical support the NTI Team: Community Engagement Coordinator and Specialized Nurse Consult.

- Assist with organizing community engagements, and meetings with the NTI Team
- Coordinate travel arrangements for the NTI Team
- Maintain accurate and detailed meeting minutes of community input during consultations
- Assist in preparation of reports, correspondence, proposals and submissions – typing, formatting, ensure proper forms are completed, mailing/faxing/emailing, tracking addresses and contacts

Preferred Qualifications, Experience, Knowledge and Abilities:

In addition to the following, the NTI Administrative Assistant must have or an equivalent combination of experience and education in office administration (or willingness to be trained).

The incumbent should also have proficient knowledge in the following areas:

- Critical thinking, organizational and communication skills
- Expertise in developing and maintaining excellent working relationships with all members of the health care team and partner organizations
- Familiar with Matawa First Nations Communities and their cultures, languages
- Ability to prioritize, manage time effectively
- Capacity to adapt quickly to a fast-paced, dynamic work environment

- Knowledge of various computer systems and applications (ie. Microsoft Office, etc.)

Applicants will have skills and personal attributes as described in the job description including excellent oral and written communication skills; interpersonal skills.

Location: Thunder Bay, Ontario (with extensive travel to Matawa road-access and remote communities)

Salary: Commensurate with experience

Term: Full-Time, dependent on annual funding

How to Apply: Please send your cover letter and resume with three references to:

Matawa Health Co-operative
 RE: Director of Nursing (Remote Nursing Services)
 233 Court Street South, 1st Floor
 Thunder Bay, ON P7B 2X9

Fax: (807) 346-2371
 Email: careers@matawa.on.ca

Deadline: Open Until Filled

For additional information, please view the job description at the Matawa website:

www.matawa.on.ca

(or at: www.matawa.on.ca/recruitment/career-opportunities/)

We thank all applicants for their interest in working with the Matawa Health Co-operative, however only those selected for an interview will be contacted.

Matawa First Nations Management has adopted a COVID-19 Vaccination Policy by which all staff who are eligible must be fully vaccinated. If you have any questions or concerns regarding this, please contact us.



- CIRCLE OF BELONGING -