



## **EMPLOYMENT OPPORTUNITY**

**Position:** Human Resources Coordinator

### **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. It oversees an Inter-Professional Primary Care Health Team made up of a clinical coordinator, 14 nurses (3 are Certified Diabetes Educators), 3 physicians (part-time), 1-foot care nurses, 1 nurse practitioner, and 10 mental health counsellors providing direct services in the Matawa First Nations or through virtual care.

The organization is accepting applications for a **Human Resources Coordinator**.

### **Position Summary:**

The Human Resources Coordinator, under the direction of the Executive Director of Matawa Health Co-operative (MHC) or their designate, will primarily be responsible to maintain accurate, up-to-date, and complete personnel records. This position will monitor Human Resources related documentation to ensure accuracy, consistency, and the relevance to the business processes. This role will also advise employees and managers on the interpretation of Human Resources policies, compensation, and benefit programs.

Specific duties include:

1. Maintain accurate, up-to-date, and complete personnel records;
2. Monitor Human Resources related documentation to ensure accuracy, consistency, and relevance to business processes;
3. Prepare and post notice and advertisements, and collect applicant information;
4. Create and/or revise job descriptions and employment agreements;
5. Direct and coordinate Human Resources activities, such as employment, compensation, benefits, and training;
6. Advise on all Government policies related to Human Resources, Human Rights, Labour Law and/or related legislations;

### **Preferred Qualifications, Experience, Knowledge, and Abilities:**

The Human Resources Coordinator must also be:

1. Post-secondary diploma or degree in human resources or a combination of educational preparation and applicable experience preferred;
2. Minimum of 2 years of related human resources and supervisory work experiences;

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3. Knowledge of Labour Relations Act, Human Rights legislation, Occupational Health and Safety Act, Employment Standards, and other related legislations;
4. Understanding of issues and requirements related to information privacy and access and the confidentiality of personal information and records;
5. Possess or working towards CHRP designation would be considered an asset;

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

- Exceptional oral, written and presentation skills;
- Ability to prioritize, manage time effectively;
- Must be willing to work part of a team and perform work duties with minimal supervision;
- Knowledge of various computer systems and applications (i.e., Microsoft Office, etc.);

Applicants will have skills and personal attributes as described in the job description.

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

**Salary:** Commensurate with experience

**Term:** Full-Time, one-year contact dependent on annual funding

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

Matawa Health Co-operative  
 RE: Human Resources Coordinator  
 233 Court Street South, 1<sup>st</sup> Floor  
 Thunder Bay, ON P7B 2X9

Fax: (807) 346-2371

Email: [careers@matawa.on.ca](mailto:careers@matawa.on.ca)

**Deadline:** Open Until Filled

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

[www.matawa.on.ca](http://www.matawa.on.ca)

(or at: <http://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 -