



MATAWA HEALTH CO-OPERATIVE

Community Engagement Coordinator

JOB DESCRIPTION

QA#: CO-OP JOB 009 **Dept:** Matawa Health Co-Op **Issue:** September 23, 2020 **Approved:** Frances Wesley

PURPOSE OF THE POSITION

Matawa First Nations 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.

The MHC Community Engagement Coordinator will work collaboratively with the Director of Health Transformation, MHC Executive Director, and MHC staff. He/She will report to the Director of Health Transformation.

The Community Engagement Coordinator is responsible for the MHC community outreach to Matawa First Nations and will assist in developing, promoting, and facilitating MHC and Health Transformation activities.

SCOPE

The Community Engagement Coordinator will assist in the work towards building and engaging new and existing relationships with Matawa First Nation leadership and membership. He/She will be responsible for overseeing the successful planning and completion of engagement sessions, activities, events, and programs. He/she will also be responsible, along with the team, to identify key partnerships to drive engagement and increase the effectiveness of Matawa Health Cooperative.

RESPONSIBILITIES

Engagement with Matawa leadership and communities:

- Attend community engagement events (in-person and online) to establish positive relationships with Matawa First Nations leadership and community members;
- Maintain accurate and detailed records and notes of inputs during consultation and community visits;
- Coordinate and support engagement meetings with community leadership, members, and prepare minutes and reports for documentation purposes;
- Engage with our Matawa communities across various platforms – monitoring, listening to and initiating conversations across many different platforms and channels;
- Establish and maintain contact list for main contacts, community facilities, elders, community members and regularly update the database;
- Travel to Matawa communities to meet and assist in meeting with leadership and community members to host engagement sessions;
- Maintain calendars such as community appearances, events, workshops, and all other communication opportunities;

- Foster existing relationships and build new relationships with internal and external partners and community members;
- Review print materials created by others and assist in the preparation of information packages and external communication for Matawa leadership and members;
- Develop and update presentations, brochures, and posters as requested;
- Participate in the development of recorded video and radio shows as required;
- Assist in the completion of reports of meetings and community inputs;
- Disseminate all information packages to our communities and members;
- Maintain accurate and confidential records electronically and in a timely manner;
- Develop and maintain respectful, cooperative working relationships to contribute to the delivery of services to First Nations' children, families, and communities;
- Participate in professional meetings, conferences, and seminars as required;
- Will be required frequent travel to Matawa First Nation communities, often by small aircraft; and,
- All other duties as deemed necessary by your immediate Lead/Supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Knowledge of First Nations culture, history, community-based services, geographic realities, and social conditions within remote First Nations communities;
- Knowledge of Matawa First Nation communities and membership;
- Strong understanding of First Nation communities' culture, traditions, and practices;
- Good knowledge of health and social service providers and organizations;
- Knowledge of various computer systems and applications (i.e. Microsoft Office, etc.)

Skills

The incumbent must demonstrate the following skills:

- Exceptional verbal and written communication skills;
- Demonstrated interpersonal and presentation skills;
- Ability to maintain a high level of confidentiality;
- Exceptional interviewing, analytical and problem-solving skills;
- Demonstrated organizational and time management skills;

- Ability to work as an integral member of a team;
- Proven ability to deal simultaneously with multiple files;
- Ability to perform work duties with minimal supervision;

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of Community Engagement Coordinator. The incumbent must also demonstrate the following personal attributes:

- Must be willing to travel as required;
- Must be willing to work in a team like setting;
- Demonstrated commitment to foster a health and positive work environment;
- Demonstrated sound work ethics;
- Attention to detail and accuracy;
- Self-starter to work independently with initiative and highly adaptable;
- Respectful, honest and integrity;
- Cultural awareness and sensitivity;

QUALIFICATIONS AND REQUIREMENTS

The incumbent must have proficient knowledge in the following areas:

- Bachelor's degree or diploma in one of the following areas: Social Work, Human Services, Social Services, Education, or related field;
- Must have at minimum 2 years' experience in building rapport and good working relationships with a variety of stakeholders and clients;
- Must be "fully vaccinated" against COVID-19. (In Ontario, a "fully vaccinated individual" is defined as one who has received the required number of doses as outlined by Health Canada and they have received their final dose of the COVID-19 vaccine at least 14 days ago.) Must provide Health Canada's proof of vaccination (vaccine receipt or enhanced vaccine certificate);
- Must possess above-average computer skills and knowledge of MS Office;
- Valid Ontario Driver's License;
- Previous experience working with First Nations communities is an asset;
- Fluency in Cree, Oji-Cree, or Ojibway is an asset;

WORKING CONDITIONS

Physical Demands

The employee may have to travel to the communities in all weather. 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. Required to travel to Matawa First Nation Communities in all weather conditions.

Sensory Demands

Sensory demands can include to spend an adequate amount of time with use of a computer and may experience eye strain 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 MHC business in the communities and all relevant legislation, policies, and procedures. Must be available and accessible to the Executive Director for call-ins and for evening/weekend work. The employee must be prepared to deal with emergencies and stressful situations at any time. Will need excellent organizational, time and stress management skills to complete tasks.

CERTIFICATION

Employee Signature

Supervisor's Title

Printed Name Date

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.

Executive Director'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.