



## EMPLOYMENT OPPORTUNITY

**Position:** Clinic Manager

**Background:**

Incorporated in 2017, the Matawa Health Cooperative (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, 15 nurses (2 are certified diabetes educators, 9 public health nurses, 3 community health nurses, 1 mental health nurse), 1 dietitian, 3.5 physicians, 1-foot care specialist, wound care specialist and, 9 mental health counsellors providing direct services in the Matawa First Nations or through telemedicine.

The organization is accepting applications for a Clinic Manager.

**Position Summary:**

The Matawa Health Co-operative Clinic Manager will primarily be responsible and accountable for the care coordination in the Thunder Bay urban clinic and traveling team. Must be able to undertake daily clinic operations including but not limited to; referrals, health services, staff meetings, supervision and to follow the day-to-day operations. Additional duties include:

- Guide and support Matawa members with patient care
- Ensure the clinic is following provincial/territorial and federal healthcare regulation
- Develop and implement MHC administrative and clinical policies
- Review and resolve any patient or staff complaints
- Managing budgets and projected budgets
- Manage an interdisciplinary primary care team and provide supervision.
- Must have excellent people skills and be able to work with physicians, nurses and clinical support staff
- Liaising with healthcare professionals and patients about treatment plans.
- Overseeing the purchasing, maintenance, and repair of clinic equipment.
- Must display a knowledge and understanding about Aboriginal culture and issues

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

In addition to the following, the Clinic Manager must possess at minimum:

- Master's Degree in Public Health/business administration or a similar field (preferred)
- Bachelor's Degree in health, business or public administration.
- Minimum of 2 years recent\* experience as a manager (preferably in the health field – primary care, community health or rural nursing)
- Program project management education or relevant experience

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

- Leadership, critical thinking, organizational and communication skills
- Expertise in developing and maintaining excellent working relationships
- Ability to work in a collaborative practice model
- Ability to communicate effectively both orally and written
- An understanding of First Nations governments, cultures, and lifestyles
- Demonstrated ability to achieve results through a consultative approach
- Ability to prioritize, manage time effectively
- Capacity to adapt quickly to fast paced, dynamic work environment
- High degree of accuracy and attention to detail is required
- Knowledge of various computer systems and applications (ie. Microsoft Office, etc.)

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

**Salary:** Commensurate with experience

**Term:** Full-Time

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

Matawa Health Co-operative  
RE: Clinic Manager  
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 November 25, 2022 by 4:30 p.m.

**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/department/employment/>)**

*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.*