



## **EMPLOYMENT OPPORTUNITY**

### **Position: Administrative Assistant for MHC Mental Health Team**

#### **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.

The organization is accepting applications for **Administrative Assistant (MH Team)**.

#### **Position Summary:**

The Administrative Assistant will provide day-to-day support and assistance to the MHC Mental Health Team by providing secretarial duties that include but are not limited to: quality assurance, documentation and filing support, managing and responding to any necessary client and staff correspondences (e.g. text, email, telephone calls, letters/mail, etc.), supporting our clientele as needed (e.g. assisting the team with coordination and cancellations of client appointments), general management of inventories and ordering supplies, and lastly assistance with any necessary travel and/or meeting accommodations and arrangements as needed.

The Administrative Assistant will work collaboratively with the Director of Mental Health Services, Matawa Health Cooperative Mental Health Team, and the Director of Nursing and Clinical Services and their Administrative Assistants in order to ensure that the needs of the mental health program and services are being adequately met in a timely fashion and that the day-to-day operations run smoothly.

#### **Specific Duties Include:**

- Documentation and filing support;
- Quality Assurance;
- Managing and responding to any necessary client and staff correspondences (e.g., text, email, telephone calls, letters/mail, inter-office mail, etc.);
- Supporting our clientele as needed (e.g., assisting the team with coordination and cancellations of client appointments when needed);
- Managing purchase order requests; processing and completing purchase orders through use of Sage System;

- General management of mental health supplies and inventories, ordering and purchasing supplies;
- Assistance with coordination, booking, and payment as it pertains to necessary travel and/or meeting accommodations and arrangements;
- Assistance with coordination, booking, and payment of contracted supports (e.g., Elders);
- Assistance with meetings as required (correspondence, coordination, bookings, scheduling, minute taking);
- Assistance with promotion and advertising of events, services, and programming which requires ability and willingness to navigate and post on Social Media pages in a fashion that proudly represents Matawa Health Cooperative;
- Managing, submitting and processing completed staff forms and requests for Mental Health Team as required;
- Working cooperatively and in support of the MHC Director of Mental Health and Mental Health Team;
- Working collaboratively with all other administrative assistant/support staff. Attending and actively participating and contributing in all meetings (e.g., training, planning, collaboration) as required;
- Work collaboratively with the Matawa First Nation communities and their designates to provide pertinent correspondence and updates as required from MHC Mental Health program;
- Provide administrative support as it pertains to the development of MHC Mental Health Policies, Procedures, and Work Instructions;
- Support with mental health data/stat collection and record keeping as required;
- Support with Covid-19 duties as directed;
- May require travel to Matawa First Nation communities, often by small aircraft;
- All other duties as deemed necessary by your immediate Lead/Supervisor.

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

The Administrative Assistant should possess a diploma in Office Administration or equivalency. Applicants with a Secondary School Diploma/equivalency will be considered in instances where they have credible hands-on experience which would have prepared them to be capable of performing the duties/responsibilities associated with this position. Minimum of 2 years experience with offering administrative support or similar preferred.

Applicants must be able and willing to travel to the Matawa communities as required, and must have a valid G Class Driver's License (Ontario). Applicants must be willing to provide a police criminal background check and a vulnerable sector check. Finally, the ideal candidate must also have the ability to display and support Matawa Health Co-operative's vision, mission, and goals in providing respectful

and effective health care/mental health services

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

- Knowledge in office administrations;
- Strong understanding of what clerical and administrative support and responsibilities entail;
- Familiar with privacy, confidentiality, and duty to report;
- Experience working with vulnerable populations;
- Knowledge of First Nations culture, history, community-based services, geographic realities and social conditions within remote First Nations communities.
- Understands the impacts of intergenerational trauma on Indigenous communities and has a sound understanding of culturally relevant approaches to healing;
- Cultural Competency; Knowledge and understanding of Indigenous traditions and culture.

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

**Salary:** Commensurate with experience

**Term:** Full-Time Position, Dependent on Annual Funding

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

Matawa Health Co-operative  
RE: Administrative Assistant (MHC Mental Health Team)  
233 Court Street South  
Thunder Bay, ON P7B 2X9  
Fax: (807) 346-2371  
Email: [careers@matawa.on.ca](mailto:careers@matawa.on.ca)

**Deadline:** Open Until Filled

**For additional information, the job description can be found on our Matawa website:**  
[www.matawa.on.ca](http://www.matawa.on.ca)

*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 -

233 Court Street S., 1st floor | Thunder Bay, ON P7B 2X9 | TEL 807-346-2370 | TOLL-FREE 1-800-463-2249 | FAX 807-346-2371 | [matawa.on.ca](http://matawa.on.ca)



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