



## **EMPLOYMENT OPPORTUNITY**

**Position:** Health Program Policy Developer (Hybrid/Remote)

### **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.

MHC is accepting applications for a **Health Program Policy Developer (Hybrid/Remote)**.

### **Position Summary:**

Under the supervision of the Director of Nursing and Clinical Services, the MHC Health Program Policy Developer will be the primary lead in assisting Matawa Health Co-operative Public Health and Clinical Programs and Services with the ongoing development of the MHC quality assurance program, medical directives, policies and procedures. They will be responsible for ongoing program and policy development as it pertains to Public Health and Clinical services prioritizing the safety and wellness of both Matawa Health Co-operative staff and clients alike.

### **Specific Duties Include:**

- Conducts self-directed research and education into existing policies that considers all system levels: macro (province of Ontario, culture, government, law, workforce regulations, mental health and healthcare policy), meso (Matawa First Nation Communities, Matawa First Nations Management, Matawa Health Co-operative, First Nations populations), and micro (MHC leadership, staff and clients);
- Conducts research and analysis on First Nations health and wellness and other related programs and policies;
- Reviews and evaluates existing MHC policies, medical directives, and quality assurance documents to identify gaps, inefficiencies, and areas for improvement;
- Ensures that Matawa Health Co-operative's new and existing policies, regulations, and procedures are meeting ISO requirements and standards (International Organization for Standardization);
- Develops policies and procedures that support our health services program and the safety and wellness of both MHC clients and staff;
- Coordinates and attends in-office meetings for Matawa Health Cooperative Policy Review Committee as required;
- Attends in-office orientation, trainings, professional development, and meetings as required;
- Collaborates and works in partnership with Matawa Health Co-operative Leadership, Mental Health Programs Policy Developer, and Human Resources;
- Collaborates with key partners, including other departments within Matawa First Nations Management, Nishnawbe Aski Nation (NAN), government officials and agencies such as Indigenous Services Canada (ISC), and community-based organizations, to gather insights and perspectives on priorities related to First Nations Mental Health;
- Stays informed about current health trends, best practices, latest developments, and research findings related to First Nations Health policies;

- Develops evidence-based policy recommendations for Matawa Health Co-operative Leadership;
- All other duties as deemed necessary by your immediate Lead/Supervisor.

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

Graduate degree in public policy, social work, health administration, epidemiology, public health policy or public health administration. At least 2 years’ experience in policy development, policy analysis. Work experience in the community sector is considered an asset.

Applicants must be able to work remotely from home and be able to attend regular in-person meetings at our MHC office locations located in Thunder Bay, Ontario. Must provide a satisfactory police criminal background check/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 healthcare/mental health services.

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

- Knowledge of policy and research tools;
- Familiar with and/or ability to gain knowledge around provincial and territorial laws, legislation, regulations, code of ethics, and policies that guide mental health and wellness service delivery;
- Ability to gain knowledge into all system levels: macro (province of Ontario, culture, government, law, workforce regulations, mental health and healthcare policy), meso (Matawa First Nation Communities, Matawa First Nations Management, Matawa Health Co-operative, First Nations populations), and micro (MHC leads, staff and clients);
- Knowledge of Indigenous Health Sector including awareness of the mental health challenges First Nation peoples face, in particular those living in remote isolated communities;
- Knowledge of First Nations culture, history, community-based services, geographic realities, and social conditions within remote First Nations communities;
- Knowledge of Western and First Nations approaches to mental health and wellness;
- Cultural Competency.

**Location:** Thunder Bay, Ontario (Hybrid/Remote)

**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: Health Program Policy Developer (Hybrid/Remote)  
 233 Court Street South  
 Thunder Bay, ON P7B 2X9  
 Fax: (807) 346-2371  
 Email: [mhc-careers@matawa.on.ca](mailto:mhc-careers@matawa.on.ca)

**Deadline:** Open Until Filled



- CIRCLE OF BELONGING -

