



**MATAWA HEALTH
CO-OPERATIVE**

Job Description Clinical Educator

*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)*

PURPOSE OF THE POSITION

Matawa First Nations has established the Matawa Health Co-operative (MHC). This provincially incorporated Co-op consists of the nine Matawa member communities – Webequie, Neskantaga, Nibinamik, Eabametoong, Marten Falls, Aroland, Ginoogaming, Long Lake # 58 and Constance Lake First Nations.

The Clinical Manager is an integral part of the multi-disciplinary team who provides a holistic approach to healthcare services. Through the implementation of a shared care approach, the MHC aims to ensure that all aspects of the patients' medical needs are addressed, taking into consideration their physical, emotional, spiritual, and social well-being.

SCOPE

With the support and guidance from the Director of Remote Nursing and Clinical Services of the Matawa Health Co-operative or their designate, the Clinical manager will provide guidance and support to clinical staff and clients for the Matawa communities.

RESPONSIBILITIES

The Matawa Health Co-operative Clinical Manager will primarily be responsible and accountable for the care coordination in the Thunder Bay urban clinic. The clinical manager must be able to manage daily clinic operations including referrals, health services, staff meetings, and to follow the day-to-day operations.

Other duties include:

- Guide to implement procedures to optimize Matawa members with patient care.
- Develop and implement MHC administrative and clinical policies.
- Review and resolve any patient or staff complaints.
- Managing budgets and projected budgets.
- Support any clinical staff recruitment.
- Supervise an interdisciplinary primary care team and provide supervision.
- Plan, develop and implement clinical program processes to achieve successful goals.
- Support any clinical program service and evaluation.
- Must display a knowledge and understanding about Aboriginal culture and issues.

Leadership

- Provides leadership and guidance to all clinical staff, acts as a clinical mentor and role model.
- Manage clinic operations and oversees day to day operations to ensure the facility is following provincial/territorial and federal healthcare regulation.
- Identifies human resources needs to maintain a safe, therapeutic working environment.
- Must have excellent people skills and be able to work with physicians, nurses, and clinical support staff.

- Participates and provides leadership in developing policies relevant to the coordination, delivery, and evaluation of health services to Matawa members.
- Create new policies and procedures and ensure staff are aware of new changes.
- Any other duties or tasks assigned.

KNOWLEDGE, SKILLS, AND REQUIREMENTS

Knowledge and Skills

The Clinical Manager is expected to have a commitment to continuous improvement of the knowledge requirements in accordance with the following:

- Expertise in developing and maintaining excellent working relationships with all members of the health care team, First Nations people, communities, and partner organizations,
- Knowledge of medical terminology, and provincial/territorial and federal health care regulations,
- Knowledge of various computer systems and applications (ie. Microsoft Office, etc.) and familiar with various electronic medical records systems,
- Respects and adheres to MHC mission and values and participates in any strategic planning.
- Ability to work in a collaborative practice model,
- Knowledge of procuring supplies, equipment, and staffing needs at the clinic,
- Provides leadership for establishing and implementing goals related to primary care,
- Ability to prioritize, manage time effectively, and excellent interpersonal, leadership verbal/written and computer communication skills,
- An understanding of First Nations governments, cultures, and lifestyles,
- Demonstrated ability to achieve results through a consultative approach,
- Capacity to adapt quickly to fast paced, dynamic work environment,
- High degree of accuracy and attention to detail,
- Leadership, critical thinking, organizational and communication skills,
- Demonstrate ability and comfort in problem-solving, decision making and conflict resolution,
- Excellent relationship building, interpersonal and public relation skills.

Education and Job Requirements

- Master's Degree in Public Health / Nursing or a similar field (preferred)
- Bachelor's Degree in Nursing Health Services Administration or similar.
- 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.
- Ability to conduct comprehensive and/or focused physical examinations for all systems as required, according to the physical and psychological development of the individual and the current health conditions.

ORGANIZATIONAL RESPONSIBILITIES:

- Collaborates with various health professionals to provide care for registered clients.
- Contributes to the development of policies, guidelines, and procedures,
- Understand patient confidentiality and implementation into clinic practice,
- Is accountable to align activities and performance with strategic goals and objectives,
- Adheres to agency standards, policies, and procedures,
- Participates in Quality Assurance ISO management activities,
- Participates on agency/departmental committees,
- Anticipates future changes (needs, technology, standards) and recommends appropriate changes/implications,
- Other activities may be assigned with the collaboration with the inter-professional team.

WORKING CONDITIONS

Physical Demands:

The Employee may have to travel to the communities in all weather conditions. 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 several 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.

Sensory Demands

Sensory demands can include reading and use of the computer, which may cause eyestrain and occasional headaches.

Mental Demands

The employee will have to manage several requests and projects at one time. They must be aware of Tribal Council business in the communities and all relevant legislation, policies, and procedures. They may have to complete several tasks and responsibilities at one time and must be prepared to deal with emergencies and stressful situations at any time.

- May have to travel to Matawa First Nation communities in all weather conditions.
- May have to manage a number of projects at one time and may be interrupted frequently.
- Will need excellent organizational, time and stress skills to complete the required tasks.

CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Printed Name Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor's Title</p> <p>_____ Supervisor's Signature Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Executive Director's Signature Date</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p>	

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 for the position.