



EMPLOYMENT OPPORTUNITY

Position: Director of Nursing Services (Remote Nursing Services)

Background:

Incorporated in 2017, the Matawa Health Cooperative (MHC) is a Matawa First Nations 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 Clinic Director, Clinic Manager, Physicians, Nurse Practitioners, Nurses, Certified Diabetes Educators, Foot Care Nurse, and a full Mental health Department that includes a Mental Health Director, Adult and Youth/Child Leads and Workers, Social Workers, and Counsellors providing direct services in the Matawa First Nations or through telemedicine.

The organization is accepting applications for **Director of Nursing Services (Remote Nursing Services)**

Position Summary:

The Director of Nursing Services shall work closely with the Matawa Health Co-op Executive Director, First Nation health directors, and other community stakeholders. They will report to the Executive Director. The main responsibilities of the Director of Nursing Services are to coordinate the development and implementation of Nursing Services in remote communities, as per the nursing transfer initiative. They will direct the delivery and evaluation of all aspects of the nursing programs/services offered in respected (Remote) Matawa communities and will facilitate the coordination of nursing services. They will coordinate and develop a nursing transfer outline with the designated community (provided by the Board of Directors).

The Director of Nursing Services position is part of a collaborative, multi-disciplinary primary care team that provides team based, trauma-informed primary care services by creating a culturally safe environment in order to promote, maintain and/or restore client health. The Director of Nursing Services contributes to ensuring a racism-free and culturally safe environment for all clients, their families, and staff. The role is a leader in demonstrating cultural humility and trauma and violence informed care that acknowledges indigenous values, cultural beliefs, and practices.

Specific Duties Include:

- Delivering wholistic, primary care programs in a culturally appropriate manner, which reflect Matawa culture, values and traditions.
- Identifies community health needs in consultation with internal and external service providers and community groups. Where appropriate, facilitates funding requests, programs and research to meet these needs.
- Assists in the monitoring of nursing programs/services (in respected remote Matawa communities) expenditures in conjunction with the Finance Manager and the Executive Director.
- Participates in the development of and adherence to, policies and procedures of Matawa Health Co-operative.
- Coordinates and supervises activities to collect and analyze clinical services data.
- Provides leadership to the team to ensure appropriate inter and multi-disciplinary resources are engaged to their full capacity.
- Works closely with other programs and staff within Matawa Health Co-operative to develop and implement mechanisms to ensure quality of care, effectiveness, efficiency and integration of traditional programs and services, and collaboration across both sites.
- Liaises with service providers outside the organization and with community groups to ensure the effective delivery of services.
- Identify nursing programs/services and resources required to support Matawa Health Co-operative activities by developing and maintaining informal and formal First Nation communities, regional and provincial networks and partnerships.
- Develops policy and procedure manuals for MHC remote nursing services
- Maintains, supports and utilizes all Risk/Quality Control Management principles and procedures.
- Maintains confidentiality of information in accordance with policies established by the Executive Director and the Matawa Health Co-operative Board of Directors.
- Operates with conformance to applicable legislation, policies and procedures, and collective agreement provisions.
- In consultation with the Executive Director, negotiates agreements with community agencies to provide collaborative services on site,
- Provides advice and assistance to the Executive Director by:
 - Keeping the Executive Director informed of all aspects of the operations for which the Director of Clinical & Nursing Services is responsible;
 - assuming responsibility for the organization in his/her absence, when requested;
 - bringing to his/her attention issues that may affect the health of the community.
- Participates on local, regional and provincial committees as required.

Management

- Supervises and directs the activities of all nursing staff with the respected Nursing Manager(s).
- Providing recommendations to hire, advise, conduct performance evaluations and orientation, training and development opportunities.

- Contributes to the effective delivery of services and the efficient administration of Matawa Health Co-operative
- Oversees scheduling and lieu time/vacation leave/sick leave authorizations of nursing staff (in respected remote Matawa communities) to ensure access and quality of clinical programs/services are maintained. Scheduling of physicians' community visits are included.
- Directs the planning, implementation, administration and evaluation of all clinical services offered by Matawa Health Co-op within the respected (remote) Matawa communities.
- Identifies and provides education to help clinical professionals uphold organizational standards and practices, and maintain their clinical competencies with the nursing staff and coordinates efforts to meet identified needs and orientation of staff.
- Participates in Chiefs meetings, MHC Board meetings to present activity reports and provides updates
- Performs other related duties as requested.

Nursing Transfer

Matawa Health Co-op is assisting and supporting their First Nation communities in the nursing transfer process.

- Planning and developing a nursing transfer outline with the designated community(s)
- Researching existing nursing models; presenting different models to the community leadership and membership, and gaining feedback for the development of a sustainable model of nursing care,
- Developing a strategic 3-5 years nursing plan, involving development of nursing infrastructure, recruitment and retainment of nursing staff, initiation of nursing management and services transfer
- Provide professional supervision to the designated community,
 - a. ensuring nursing staff hold current qualifications with licencing (additional coverage) and certification in required courses,
 - b. Field visits to community nursing stations, may involve discussion with employees on issues related to nursing practice, chart audits, review of individual nursing practices, review of distribution of medications/narcotics and controlled substances, and yearly evaluation of primary care nurses,
- Provides nursing management, administrative, consultative and supervision support to the designated community nursing station(s),
- Advises the Health Directors, medical professionals and other managers on professional nursing matters including nursing policy formulation, program activities and the implications of particular nursing legislation, including the potential impact of proposed policy and program initiatives in the communities,

- Ensuring mandatory programs are working efficiently and providing a quarterly reports to the CDC Nurse
 - a. Assigning nurses to deliver the mandatory programs
 - b. Ensuring nurses submit reports in a timely manner
- Working with the Community Health Director (or designated community members) in recruiting, and hiring qualified nurses for the Community Nursing Station(s)
 - a. Recruits, screens and interviews, conducts reference checks and hires Primary Care Nurses with the Community Health Director, Chief and Council and NIC
 - b. Facilitates orientation for new hires (Cultural sensitivity and awareness of the First Nations culture and lifestyle will be promoted with cross cultural orientation)
- Conducts exit interview for nursing employees
- Developing a yearly nursing schedule, ensuring there is sufficient nursing coverage at all times
- Providing professional development courses to the nursing staff
- Working with the Community Health Director to align nursing services with the community health programs, will aim at providing in home assessments and care for clients that are not able to be seen in the clinic setting
- Develop communication systems and health management systems to ensure health information is provided to the Matawa Chiefs, Matawa Health Co-op Board and communities
- Informing the Executive Director of progress and/or issues that occur and contributes to on-going discussions about resolving issues
- Reviews monthly statistical data and makes recommendations towards improvement
- Developing working relationships with the Indigenous Services Canada Zone, Regional and Provincial Nursing Initiatives
- Prepares proposals as requested in conjunction with the Matawa Health Co-op team and Community Health Director
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Preferred Qualifications, Experience, Knowledge and Abilities:

- Master's degree in a related field or a combination of educational preparation and applicable experience preferred
- Minimum of 2 years of related nursing and supervisory work experience
- Broad knowledge in the areas of community health, primary health and health promotion
- Excellent leadership, management, motivation and problem-solving skills in a team setting
- Ability to collect and analyze data, including familiarity with computer software

- Understanding and interest in current issues in indigenous health, including health reform
- Excellent organizational and planning skills
- Knowledge and understanding of Indigenous traditions and culture
- Broad knowledge of the services provided Matawa First Nations and its First Nations members. They must be familiar with the politics and health related trends in the area and able to translate that familiarity into social action to benefit the local health programs.
- Good knowledge of the programs, regulations, and procedures of Ministry of Health and Long-Term Care, and First Nations and Inuit Health Branch, including Non-Insured Health Benefits
- Ability to display and support Matawa Health Co-operative's vision, mission, and goals in providing respectful and effective health care
- Ability to satisfactorily pass a Tuberculin (TB) Skin Test and Criminal Records Check (including Vulnerable sector)
- 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 be able to travel to the Matawa First Nation Communities when required
- Access to a vehicle and insurance to travel to highway accessible sites
- The ability to maintain confidentiality.
- Ability to speak Oji-Cree or Ojibway an asset
- Valid Class G-Ontario driver's license

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

- Must be able to perform work duties with minimal supervision
- Must be willing to work in a team like setting
- Must have excellent oral and written communication skills
- Must have strong interpersonal and leadership skills

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

Salary: **\$90,000-\$110, 000** Commensurate with experience

Term: **One Full Time permanent**

How to Apply:

Please send your cover letter, resume and three

references to: Matawa Health Co-operative
RE: Mental Health Intake Worker
233 Court Street South
Thunder Bay,
ON P7B 2X9
Fax: (807)
346-2371

Email: mhc-careers@matawa.on.ca

Deadline: Until filled

**For additional information, please view the job description at the
Matawa website:**

www.matawa.on.ca

(or at: www.matawa.on.ca/recruitment/career-opportunities)

*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.***

