



**MATAWA HEALTH
CO-OPERATIVE**

**ADMINISTRATIVE ASSISTANT
(MENTAL HEALTH TEAM)
JOB DESCRIPTION**

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

The Administrative Assistant shall work closely with the MHC Director of the Mental Health Services and the Mental Health Services team. He/she will report to the Executive Director of the Matawa Health Cooperative.

SCOPE

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.

RESPONSIBILITIES

- 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.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must 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.

Skills

The incumbent must demonstrate the following skills:

- Highly organized;
- Individual is able to manage and complete tasks with minimal to no supervision;
- Highly adaptable and able to work and remain calm in a fast-paced environment,
- Excellent organizational and planning skills. Able to easily problem-solve and quickly re-route planning/establish alternate solutions as needed;
- Self-starter who is able to effectively work independently and/or as part of a team;
- Strong interpersonal and communications skills (written and oral) and an ability to establish and maintain rapport effectively with staff, clients and partners;
- Proficiency in computer skills and technology-based applications: word processing/Microsoft Word, Outlook/email, electronic databases, etc.;
- Good secretarial, word processing, note taking, and file management;
- Ability to prioritize tasks needing their attention throughout any given work day based on which tasks are most urgent (taking priority) to least urgent;
- Self-starter who is able to manage their time effectively while tending to multiple projects/tasks at a time;
- Familiarity with Electronic Medical Records (EMR) /PS Suite database considered an asset. Alternatively, ability to shadow, learn and easily apply newly learned skills in order to navigate electronic database(s) with comfortability.

Personal Attributes

The incumbent must also demonstrate the following personal attributes:

- Self-starter who takes initiative;
- Organizational and planning skills;
- Demonstrates sound work ethics;
- Attention to detail and accuracy;
- Works well with others;
- Completes their tasks in a timely fashion;
- Transparent communication;
- Able to remain focused and on task in an environment which can be busy or loud at times.

QUALIFICATIONS AND REQUIREMENTS

The incumbent must have proficient knowledge in the following areas:

- Diploma in Office Administration or equivalency;
- Applicants with a Secondary School Diploma/equivalency may 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;
- Valid G class driver's license (ON) and must be willing to provide a police criminal background check;
- Previous experience working with First Nations communities is an asset;
- Fluency in Cree, Oji-Cree, or Ojibway is an asset;
- Support system and self-care strategies in place to maintain own well-being;
- Must be able and willing to travel to Matawa First Nation communities when required;
- 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).

WORKING CONDITIONS

Physical Demands: The employee may have to travel to the communities in all weather. 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 must be physically capable of being on their feet/active or sitting stationary at a desk for long periods of time.

Environmental Conditions: The Matawa work environment can often be busy. The employee may have to manage a number of 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. Additionally, the employee may be required to attend, participate in, and facilitate events which will require that they are able to tolerate and manage themselves professionally in environments which can often be extremely busy and noisy. Required to travel to Matawa First Nation Communities in all weather conditions.

Sensory Demands: Sensory demands can include to spend an adequate amount of time with use of a computer and may experience eye strain and occasional headaches.

Mental Demands: The employee will have to manage a number of requests and projects at one time. They must be aware of MHC business in the communities and all relevant legislation, policies, and procedures. They must be available at times to work flexible workdays/hours. The employee must be prepared to deal with emergencies and stressful situations at any time. Will need excellent organizational, time and stress management skills to complete tasks.

Additionally, given that the employee will be working in the field of Mental Health; the employee should be prepared to encounter situations where they may be personally triggered by scenarios they encounter professionally and/or information that is disclosed to them. As such, it is imperative that employees have effective and healthy coping strategies implemented in their day-to-day lives in order to manage the stress they may potentially encounter throughout their work-day both during and after work-hours.

CERTIFICATION

Employee Signature

Printed Name Date

I certify that I have read and understand the responsibilities assigned to this position.

Supervisor's Title

Supervisor's Signature Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Chief Executive Officer's Signature Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure. 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 of the position.