



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 Directors of Mental Health Services, Matawa Health Cooperative Mental Health Team, Nursing and Clinical Services, and their Administrative Assistants to ensure the needs of the mental health program and services are being adequately met, in a timely fashion and 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:

- 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).

Location: Thunder Bay, Ontario

Salary: Commensurate with experience

Term: Full-Time Position

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: MHC-Careers@matawa.on.ca

Deadline: Open Until Filled

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 -

