



**MATAWA HEALTH
CO-OPERATIVE**

Healthy Babies Healthy Children Nurse Job Description

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 including Aroland, Constance Lake, Eabametoong, Ginoogaming, Long Lake #58, Marten Falls, Neskantaga, Nibinamik and Webequie First Nations.

With the support and guidance from the Executive Director of the Matawa Health Co-operative or their designate, the employee will provide care with emphasis on supporting the health and development of children from birth to school age, as well as providing support to their families of the Matawa communities.

RESPONSIBILITIES & DUTIES

Under the direction, guidance and supervision provided by the Director of Nursing and Clinical Manager, the Healthy Babies Healthy Children Nurse is responsible for health programming to all Matawa First Nations communities, focusing on prenatal/postnatal and children from birth to school age.

1. Planning and deliver home visiting to assess the health, growth and development of infants and young children.
2. To provide support, education and resources to parents and caregivers with breastfeeding, nutrition, immunization, and safe sleeping practices.
3. To monitor development milestones and offer guidance on child development.
4. To conduct comprehensive health and development assessments for children
5. To identify families who may be at risk due to social, economic, or health factors.
6. To offer prenatal/antenatal/postnatal support to mothers.
7. To offer support for parents healing with postpartum depression, parenting challenges, or other health concerns.
8. To connect families with community resources and services, such as parenting programs, mental health services, and childcare options.
9. To collaborate with other healthcare professionals including obstetricians, paediatricians, and the MHC multidisciplinary team to provide holistic care.
10. Delivering an immunization program in accordance with FNIHB Immunization Policy and Procedures and Ministry Standards. Also, ensuring to maintain a communicable disease reporting program in collaboration with CD Nurse of FNIHB and Clinical Manager.
11. Developing and maintaining positive relationships with individuals, families, the First Nation staff (CHR, FSW, HPW, PSW, etc), FNIHB nursing staff, Leaders of the community and clarifying Matawa Health Services policies and professional requirements when required.

12. To educate families about the nutritional needs of infants and the importance of breast milk.
13. To work with new moms and babies in the hospital to assess for any breastfeeding issues, such as latch problems, milk supply, concerns, or infant weight gain and to offer hands on assistance.
14. To address and troubleshoot common breastfeeding challenges and develop individual care plans to address the issues.
15. To support new mothers with the use of breastfeeding aids.
16. Participating in the ongoing quality assurance process.

Other Responsibilities

- Completing and submitting weekly, monthly, quarterly and annual statistics, correspondence and reports; preparing and submitting immunization statistical data to FNIHIB and TBDHU. Completing all communicable disease reports and ensuring all data is submitted to the CD Nurse at FNIHIB and Clinical Supervisor.
- Completing and submitting an annual community prioritized workplan according to approved format; participating in the annual review and update.
- Ensuring safekeeping of over-the-counter medications and supplies.
- Participating in community-based health committees
- Participating in professional meetings, conferences, seminars, and reviewing professional literature for community development.
- Meeting and planning with the community health team at MHC.
- Participating in the development and evaluation of the program policies and procedures when required.
- Willing to support clinical functions and coverage through cross-training.
- Develop and strengthen partnerships with key stakeholders to improve the quality of services provided to Matawa clients.

Organizational Responsibilities

As a representative of the Matawa Health Co-op, the employee is responsible for:

- Reflecting and interpreting the organization vision, mission and core values in his/her own work with enthusiasm and commitment.
- Acting in accordance with relevant legislation and organization policies and procedures.
- Proposing changes within MHC that would improve the quality of service to our First Nations' children, families and communities.
- Developing and maintaining respectful, cooperative working relationships to contribute to the delivery of services to First Nations' children, families and communities.
- Understanding their role and responsibility in maintaining a safe workplace and reducing workplace injuries.
- Ensuring accuracy, confidentiality and safekeeping of agency records.

Education and Specific Job Requirements

Education

- Bachelor's Degree in Nursing; or minimum three-year nursing diploma will be accepted.
- Must take Immunization Certification Online course upon hiring and attend mandatory training sessions. Upon completion, the nurse will be required to write the immunization exam and will be subject to a series of practical exams for immunization.
- Hold an International Board-Certified Lactation Consultant Certification or willing to work towards certification.

Work Experience

- Minimum of 2 years of related nursing work experience, preferably in maternal and child health, particularly labor and delivery, postpartum care or neonatal care is preferred.
- Minimum of 2 years experience in working with First Nation communities and/or equivalent organization.

Skills and Abilities

- Strong communication and counseling skills, empathy, patients, and the ability to provide hands-on-support are crucial.

- Strong assessment skills, excellent communication, cultural competence, and the ability to work independently in the community.
- Excellent leadership, organizational and communication and problem-solving skills.
- Expertise in developing and maintaining positive working relationships with all members of the health care team and partners and Ability to work in a collaboration practice model.
- Capacity to adapt quickly to a dynamic work environment.
- High degree of accuracy and attention to detail.
- Knowledge of various computer systems and applications (i.e.: Microsoft Office, etc.)
- Ability to speak Oji-Cree or Ojibway an asset.
- Broad knowledge of the services provided Matawa First Nations and member First Nations. 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.

Other Requirements

- Must be able to perform work duties with minimal supervision.
- Must be willing to work in a team like setting.
- Must be willing to travel as required.
- Must provide a current Criminal Record Check and Vulnerable Sector Search.
- Must have a valid BLS Basic Life Support and Standard First Aid Certificate.
- Ability to satisfactorily pass a Tuberculin (TB) Skin Test.
- Must provide evidence of registration with the appropriate regulatory bodies (CNO & RNAO).
- Must possess a valid drivers' license and access to a reliable personal vehicle.

WORKING CONDITIONS

Physical Demands

The employee will have to travel to our First Nations communities. 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 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.

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

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.

Executive Director'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.