



**MATAWA HEALTH
CO-OPERATIVE**

MHC Interpreter 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 – Aroland, Constance Lake, Eabametoong, Ginoogaming, Long Lake #58, Marten Falls, Neskantaga, Nibinamik and Webequie.

With the support and guidance from the Clinic Manager or their designate, the employee will work with a multidisciplinary team to provide translation services to clients and families of the Matawa communities. The interpreter will facilitate effective communication between individuals/families who do not share common language.

RESPONSIBILITIES & DUTIES

1. Providing and facilitating translation services to clients and Matawa members.
2. Ability to understand and relay medical information and diagnoses.
3. Manage communication flow, ensuring all parties understand and have an opportunity to speak.
4. Provides workshops to clients and MHC employees promoting Indigenous language and retention.
5. Maintain strict confidentiality and impartiality in all client interactions.
6. Assist client with navigation systems (health, legal, educational) through accurate interpretation.
7. Promotes cultural and spiritual practices in their day-to-day duties.
8. Provide cultural context when appropriate and permitted.
9. Assist in the development of educational materials, displays, and signage related to First Nations culture and heritage.
10. Share traditional knowledge, language, oral histories and perspectives of First Nations peoples in respectful and appropriate manner.
11. Collaborate with Elders, cultural leaders, and community members to ensure accuracy and authenticity of interpretive content.
12. Represent First Nation voices in public programming and outreach events.
13. May be required to travel to various Matawa communities to support as needed (e.g.: crises, evacuations, or other).
14. Maintaining records of interpreting assignments if required by the organization.
15. Uphold and promote cultural safety, inclusion, and reconciliation initiatives.
16. Work in collaboration with other MHC staff to provide effective services.
17. Performs other duties as assigned.

Code of Ethics:

All interpreters are expected to abide by a professional code of ethics, including:

- Confidentiality.
- Accuracy and completeness.
- Impartiality.
- Respect for all parties involved.
- Professional conduct.

Organizational Responsibilities

As a representative of the Matawa Health Co-operative, 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.
- Ability to work collaboratively with diverse teams and audiences.
- 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 client information and records.

Education and Specific Job Requirements

Education

- High school diploma or equivalent is preferred.

Work Experience

- Minimum 2 years working with First Nation populations and/or equivalent organization.

Skills and Abilities

- Ability to speak Ojibwe, Cree, or Oji-Cree.
- Strong written and verbal communication skills for effectively delivering health information to individuals in English and their Indigenous language.
- Must maintain a high-level of confidentiality with sensitive information regarding clients.
- Must be competent in portraying and respecting Indigenous cultures.
- Experience in developing and maintaining excellent working relationships with all members of the health care team.
- Knowledge of various computer systems and applications (i.e. Microsoft Office, etc.).

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.
- Ability to satisfactorily pass a Tuberculin (TB) Skin Test.
- Must possess a valid G class drivers' license, clean drivers abstract, 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.