



**MATAWA HEALTH
CO-OPERATIVE**

Administration and Programming Manager Job Description

PURPOSE OF THE POSITION

Incorporated in 2017, the Matawa Health Co-operative (MHC) is a Matawa First Nations owned and controlled health co-operative providing healthcare services that enhance existing health services to achieve long-term health and wellbeing for all members within the nine Matawa First Nations. This provincially incorporated co-operative consists of the nine Matawa communities including Aroland, Constance Lake, Eabametoong, Ginoogaming, Long Lake #58, Marten Falls, Neskantaga, Nibinamik and Webequie First Nation. The MHC 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 services tailored to individual community needs. It is the first of its kind in Canada.

The MHC incorporates traditional healing and medicines to address the health needs of the Matawa First Nations in a wholistic way by prioritizing mental health and addictions, diabetes, and chronic diseases. It oversees an Inter-Professional Primary Care Health Team providing direct services in the Matawa First Nations or through telemedicine.

With the support and guidance of the Executive Director of the MHC or their designate, the Administration and Programming Manager is a key leadership position within the MHC. They are responsible for overseeing the administrative and programming functions that support efficient delivery of services. By fostering a culture of collaboration, innovation, and accountability, the Administration and Programming Manager ensures that internal systems and processes are responsive to the needs of Matawa communities and contributes to the overall success of MHC's mission.

RESPONSIBILITIES

The Administration and Programming Manager provides strategic oversight and leadership to several key operational and programming teams, including, Fleet and Travel Coordination, Information Technology/ Electronic Medical Records (EMR), administrative and operations functions, Health Promotions and programming, Policy/Proposal Development, and communications. They ensure that internal systems and community-based programming are aligned with MHC's organizational goals and values. This role supports collaboration across departments, ensures regulatory and policy compliance, and contributes to the overall effectiveness and cultural responsiveness of MHC services. The Manager also plays a key role in planning, evaluation, and continuous improvement across administrative and program areas.

Team Leadership & Supervision

- Provide direct supervision, coaching, and support to leads and staff in the following areas:
 - Administrative & Operations Coordinator
 - Communications Generalist
 - Cultural Coordinator
 - Cultural Land-Based Workers

- Fleet Coordinator
 - Health Promotions
 - Information Technology/ EMR
 - Policy and Proposal Specialist
 - Travel Coordinator
- Foster a high-performing and culturally safe work environment that supports both individual and team development.
 - Lead regular coordination meetings to ensure alignment of departmental goals with organizational priorities.
 - Conduct staff performance evaluations and support individualized professional development plans.
 - Managing schedules and timesheets.
 - Facilitate interdepartmental communication.

Policy, Funding Compliance & Organizational Development

- Ensure that all supervised departments adhere to MHC's internal policies and relevant provincial/federal regulations.
- Work with Policy and Proposal Specialist to ensure that funding applications and reporting requirements are being submitted in accordance with deadlines.
- Develop, review, and revise programming policies, as required.
- Oversee initiatives such as Best Practice Spotlight Organizations (BPSO)..

Systems Oversight & Data Management

- Provide oversight to EMR and IT teams to ensure systems are secure, up-to-date, and responsive to operational needs.
- Ensure integration of data collection tools across departments to support reporting, evaluation, and decision-making.
- Streamlining data entry.
- Support with individual and group encounters/ statistics and data collection.
- Ensure data entry/management is in accordance with privacy laws and PHIPA to ensure protection of client privacy.
- Support continuous improvement initiatives related to digital systems and technological tools ensuring protection of client privacy.

Travel & Logistics Oversight

- Supervise the coordination of travel and transportation to ensure timely, cost-effective, and culturally respectful travel arrangements for staff and service providers.
- Work with Fleet Coordinator to ensure that MHC company vehicles are being serviced, repaired, and maintained as required and that all seasonal appointments are being scheduled.
- Ensure that travel and transportation systems are efficient, coordinated, and compliant with organizational processes.
- Ensuring logistics of travel and planning is communicated to leadership.

Coordination of Health Promotion and Cultural/Land-Based Programming

- Oversee the planning, implementation, and evaluation of health promotion/cultural and land-based campaigns and programming.
- Ensure programs are evidence-informed, culturally relevant, and aligned with the health priorities of Matawa communities.
- Monitor program outcomes and support with reporting to funders, partners, and community leadership.
- Support the integration of health promotion and community-based programming across all Matawa First Nations, ensuring initiatives reflect community needs and cultural values.
- Support with event planning and pop-ups.
- Ensure programming is guided by traditional knowledge, cultural practices, and community priorities.
- Support the integration of cultural approaches into health promotion, community programming, and organizational initiatives.

Internal and External Communications

- Serve as a key liaison between departments within MHC.
- Work in collaboration with MFNM communications department.
- Build and maintain effective working relationships with First Nations leadership, funders, and partner organizations.
- Support the preparation of internal communications, briefings, and external reports as needed.

Other

- Perform other duties as assigned by their lead/ direct supervisor.

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 their 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.

KNOWLEDGE, SKILLS AND REQUIREMENTS

Education

- Post-secondary degree in Health Administration, Business Administration, Public Administration, or a related field.
- Additional certifications in Human Resources, Information Management, or Project Management are considered assets.

Experience

- Minimum 3 years of experience in a supervisory or management role, preferably in a healthcare, First Nations, or non-profit setting.
- Demonstrated experience overseeing cross-functional teams including HR, IT, travel, and program staff.
- Experience with funding proposals, program design, or health promotion initiatives is an asset.
- Familiarity with First Nations health systems, community protocols, and culturally safe practices is strongly preferred.

Skills and Abilities

- Strong leadership, organizational, and project management skills.
- Ability to manage competing priorities across multiple departments.
- Excellent written and verbal communication skills, including experience writing or reviewing policies and proposals.
- Strong interpersonal skills and the ability to build positive, respectful relationships with diverse stakeholders.
- Proficiency in Microsoft Office Suite and familiarity with EMR systems, ADP, or other administrative tools.
- Problem-solving skills and a commitment to continuous improvement and team empowerment.

Other Requirements

- Valid Ontario Class G Driver's License and access to a reliable vehicle.
- Clear Criminal Record Check with Vulnerable Sector Search.
- Basic Life Support (BLS) and Standard First Aid certification (or willingness to obtain).
- Willingness to travel to Matawa First Nations communities as needed.
- Successful completion of a Tuberculin (TB) Skin Test.

WORKING CONDITIONS

Physical Demands

The employee may 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. The position requires strong visual and auditory abilities to read and interpret travel documents, booking systems, and itineraries, as well as to communicate effectively with employees, vendors, and various other key individuals. Attention to detail, prolonged screen use, and the ability to process verbal and written information accurately are essential.

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 Signature

Supervisor's Title 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.