



**MATAWA HEALTH
CO-OPERATIVE**

Registered Practical Nurse – Wound Care 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 holistic 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.

Under the direction of the Clinical Manager of the MHC, the Registered Practical Nurse (RPN) – Wound Care will provide culturally appropriate and holistic primary health care services to clients, families, and communities across the Matawa First Nations. This care emphasizes relationship-building, health promotion, chronic disease management, and harm reduction within a community-driven, inter-professional team.

RESPONSIBILITIES

The Registered Practical Nurse (RPN) provides holistic, community-based primary health care services to Matawa First Nations clients, including clinical assessments, treatments, and health education. A key focus includes wound care, harm reduction, and chronic disease management. The RPN works collaboratively with an interdisciplinary team to support community wellness, ensure infection control, and contribute to quality improvement initiatives. This role also involves travel to remote communities and active participation in culturally safe, client-centered care.

Primary Health Care Delivery

- Provide primary health care to clients in accordance with the standards and scope of practice defined by the College of Nurses of Ontario (CNO).
- Conduct nursing assessments, formulate nursing diagnoses, develop care plans, implement interventions, and evaluate outcomes.
- Deliver health services in various settings including clinics, homes, schools, and community centers in person and via telehealth.

Wound Care

- Perform comprehensive wound assessments, develop and implement wound care treatment plans.
- Apply appropriate dressings and wound care products based on current best practices and community resources.

- Collaborate with other providers (e.g., nurse practitioners, physicians, home care staff) on wound care planning.
- Monitor wound healing and document progress using evidence-based protocols.
- Educate clients and families on wound care techniques, hygiene, prevention, and self-care strategies.
- Participate in wound care training and maintain knowledge of current wound care technologies and treatments.
- Provide telehealth wound care support and promote virtual follow-up appointments to enhance accessibility and continuity of care.

Clinical and Diagnostic Services

- Perform basic lab procedures (e.g., urinalysis, glucometer readings) and administer treatments such as dressings, injections, and immunizations.
- Support sample collection and specimen transport protocols.
- Assist with minor procedures and provide clinical support to physicians and nurse practitioners as required.
- Complete and maintain accurate, timely documentation using electronic medical records (EMR) systems.

Client Support and Health Education

- Provide health education and health promotion based on individual and community needs.
- Engage in harm reduction strategies, including safe distribution and assembly of kits and client education.
- Conduct client follow-up and telephone triage for continuity of care.
- Provide culturally relevant education in areas such as chronic disease management, medication adherence, sexual health, and healthy lifestyles.

Infection Prevention, Safety & Quality Improvement

- Follow infection prevention and control procedures in all aspects of clinical care.
- Ensure compliance with occupational health and safety standards.
- Participate in chart audits, case conferences, and continuous quality improvement (CQI) initiatives.
- Maintain accurate inventory and order medical, laboratory, and immunization supplies as required.

Community Engagement and Collaboration

- Travel to Matawa First Nations communities to deliver services, support health events, and engage with local health teams.
- Build and maintain trusting relationships with community leaders, Elders, and health representatives to strengthen communication and care coordination.
- Participate in community outreach initiatives such as health fairs, information sessions, and wellness campaigns.
- Provide culturally safe education and resources through outreach visits, telehealth, and follow-up calls.

- Collaborate with interdisciplinary team members including community health workers, traditional healers, Elders, and external partners (i.e.: St. Joseph's care Group, Thunder Bay Regional Health Sciences Centre, SLFNHA, community nursing stations, etc.).
- Identify barriers to care and work with the clinical team to develop outreach strategies that support equitable access across remote communities.
- Support culturally safe care practices and uphold the values, mission, and vision of MHC in all interactions.

Program and Organizational Support

- Contribute to program development, implementation, monitoring, and evaluation.
- Participate in training, professional development, and mentorship opportunities.
- Maintain confidentiality, documentation standards, and reporting procedures in accordance with legislation and organizational policy.
- Represent the MHC positively in all settings and uphold organizational integrity and professionalism.

KNOWLEDGE, SKILLS AND REQUIREMENTS

Education & Experience

- Registered Practical Nurse in good standing with the College of Nurses of Ontario (CNO).
- CPR and First Aid certification (current).
- Advanced Foot Care or Wound Care Certification considered an asset.
- Two (2) years experience in a community, clinical, or primary care setting preferred.
- Experience working with Indigenous clients or in remote First Nations communities is an asset.
- Experience in program development and evaluation considered an asset.

Skills & Abilities

- Strong interpersonal and communication skills (written, verbal, and presentation).
- Ability to work independently and collaboratively in an interdisciplinary team.
- Conflict resolution and de-escalation skills.
- Ability to manage multiple priorities in a dynamic environment.
- Cultural competency and sensitivity in working with Indigenous clients and communities.
- Ability to maintain professional boundaries and confidentiality.

Other Requirements

- Clear Criminal Record Check including Vulnerable Sector Screening.

- Valid Ontario Class G driver's license and access to a reliable vehicle with insurance.
- Willingness and ability to travel to Matawa First Nations communities.
- Ability to speak or understand Oji-Cree, Ojibwe, or Cree is an asset.
- Must be able to pass a TB 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 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.