



**MATAWA HEALTH
CO-OPERATIVE**

Matawa Education and Care Centre Clinical Nurse – RN/RPN 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 member 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.

Under the direction of the Director of Clinical & Nursing Services, the Matawa Education and Care Centre (MECC) Clinical Nurse provides comprehensive, student-centered clinical care in collaboration with the multidisciplinary team. As a key member of the multidisciplinary team, the nurse delivers culturally competent, wholistic care within an inter-professional health care model, supporting the overall health and well-being of Matawa high school students in Thunder Bay. Reporting to both the Director of Nursing and Clinical Services and working closely with MECC leadership, the nurse ensures seamless coordination of clinical services, including medical assessments, bloodwork, immunizations, wound care, and chronic disease management.

RESPONSIBILITIES

The MECC Clinical Nurse provides comprehensive, client-centered care to students within the MECC. Working closely with the MECC Physician, Nurse Practitioner, Diabetes Educator, dietitian, and MECC staff, the nurse delivers wholistic clinical services including medical assessments, bloodwork, immunizations, wound care, and chronic disease management. This role supports student and community health through health promotion, education, and collaboration with internal and external health partners. The MECC Clinical Nurse contributes to a safe, supportive, and healthy environment while participating in quality improvement initiatives, maintaining clinical standards, and ensuring seamless coordination of care across the MECC.

Clinical Care & Health Management

- Conduct nursing assessments, develop care plans, and provide interventions according to the nursing process (assessment, diagnosis, planning, intervention, evaluation).
- Support chronic disease management, including diabetes, hypertension, and other prevalent conditions.

- Perform and interpret basic laboratory procedures and phlebotomy (e.g., blood draws, urinalysis, glucometer readings).
- Administer immunizations and allergy treatments, as required.
- Provide wound care, dressing changes, and other nursing procedures within scope of practice.
- Assist the MECC Physician and Nurse Practitioner with selected procedures as required.

Collaboration & Liaison

- Work closely with the MECC Physician, Nurse Practitioner, Diabetes Educator, Dietitian, and MECC staff to ensure coordinated care.
- Support client education, including health promotion and disease prevention initiatives.
- Participate in team meetings and chart reviews to enhance continuity of care.

Health Education & Promotion

- Provide client and student education on chronic disease management, healthy lifestyle, immunization, sexual health education and other health-related topics.
- Support community and student wellness initiatives in collaboration with MECC staff and partners.
- Deliver Sexually Transmitted and Blood Borne Infections (STBBI) education, testing, treatment, and follow-up to support prevention, early detection, and effective management of sexually transmitted and blood-borne infections.

Quality & Safety

- Contribute to quality improvement initiatives and safe clinical practices.
- Maintain accurate documentation in client charts according to standards.
- Ensure compliance with infection control, occupational health, and safety standards.
- Manage and maintain clinical supplies, laboratory materials, and immunizations as needed.

Other Duties

- Perform additional duties as assigned to support the operations and mission of the MECC Clinical program.

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 & Experience

- Bachelor's Degree in Nursing; or minimum three-year nursing diploma will be accepted.
- Minimum of 2 years' experience working with First Nation communities and/or equivalency.
- A member of good standing with the College of Nurses of Ontario (CNO).
- Experience working with vulnerable/high-risk youth, particularly those who struggle with mental health and addictions.
- Providing suicide intervention/prevention.
- Strong working knowledge of Northwestern Ontario's mental health and addiction programs and services, especially those which are geared towards Indigenous population.

Skills & Abilities

- Must be able to perform work duties with minimal supervision.
- Must be willing to work in a team like setting.
- Must be willing and able to travel as required.
- Demonstrates sound work ethics.
- Demonstrates patience and empathy.
- Demonstrates genuine care and compassion for those who are most vulnerable and at-risk.
- Strong relational skills and can build effective relationships with clients and patients that encourages and builds trust.
- Can remain calm when responding to and managing high-stress situations.
- Seeks to understand the client/patient and demonstrates an ability to respond to a distressed client or patient in a non-threatening manner.

Other Requirements

- Satisfactory Criminal Records Search and Vulnerable Sector Search.
- Must possess a valid Standard First Aid/CPR Certificate or be willing to obtain one.

- Ability to work flexible hours as determined by the Director of Clinical & Nursing Services or designate in relation to service delivery requirements.
- Must possess a valid Ontario Driver's License with insurance.
- Ability to satisfactorily pass a Tuberculin (TB) Skin Test.
- Must be able to travel to the Matawa First Nation Communities when required.
- The ability to maintain confidentiality.
- Ability to speak Oji-Cree or Ojibway an asset.

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.