



**MATAWA HEALTH
CO-OPERATIVE**

Registered Practical Nurse - Clinical/Travelling 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 (MHC) or their designate, the employee will provide services and care with emphasis on a holistic approach to support clients and families of the Matawa communities.

RESPONSIBILITIES & DUTIES

The Registered Practical Nurse - Clinical Travelling (RPN) will provide clinical, community-based, and preventative health services within their legislated scope of practice. The RPN will work collaboratively with physicians, nurse practitioners, registered nurses, mental health staff, and community health teams. The RPN will travel regularly to the nine Matawa communities.

Clinical Care

- Provide direct nursing care including assessments, vital signs, wound care, chronic disease support, medication administration, and specimen collection in accordance with RPN scope of practice.
- Assist with primary care clinics by preparing clients, supporting diagnostic procedures, and providing follow-up as directed by regulated providers.
- Support the delivery of community-based health programs such as diabetes care, health screenings, maternal/child wellness check-ins, and elder care support.
- Provide education and coaching to clients regarding medication use, chronic disease management, and lifestyle wellness.
- Participate in vaccination clinics by preparing supplies, screening clients, administering vaccines (as authorized), and documenting per policy.
- Assist in the coordination of referrals, follow-up appointments, and continuity of care between community and clinic services.
- Provide safe and appropriate wound care, foot care support (if trained), and point-of-care testing.

Travelling Nursing Responsibilities

- Travel to Matawa communities via small aircraft or road, transporting necessary supplies and equipment.
- Provide community-based clinics such as wellness checks, chronic disease follow-up, prenatal/postnatal supports, and preventative health services.
- Assist in community outbreaks, communicable disease investigations, and follow-up under the guidance of a Registered Nurse and/or Public Health Nurse.
- Support local health staff (CHR, PSW, HPW, crisis teams) by providing nursing expertise, education and capacity building.

- Engage in health promotion activities in schools, community centers, and home visit settings.
- Maintain a culturally sensitive approach that honors community practices, traditions, and values.

Community & Program Support

- Contribute to community health planning by identifying service gaps, client needs, and emerging health issues.
- Participate in community development and wellness initiatives that promote healthy living and disease prevention.
- Build and maintain positive relationships with community leadership, health staff, and partner organizations.
- Provide information, guidance, and updates to health partners including physicians, nurse practitioners, hospital teams, and external agencies (with client consent).

Documentation & Reporting

- Maintain accurate, timely, and complete client documentation in the Electronic Medical Record (EMR) according to MHC and professional standards.
- Prepare and submit clinical statistics, encounter summaries, and program activity reports as assigned.
- Support the completion of immunization logs, communicable disease forms, and other required documentation.
- Ensure appropriate handling and safekeeping of medications, supplies, and equipment.

Quality Assurance & Organizational Responsibilities

- Participate in quality improvement initiatives, audits, and program reviews.
- Uphold MHC policies, procedures, medical directives, and confidentiality standards.
- Maintain current nursing competencies through training and continuing education.
- Represent MHC in a professional and respectful manner, supporting the organization's mission, vision, and values.
- Participate in supervision, team meetings, professional development, and inter-professional collaboration.
- Ensure adherence to College of Nurses of Ontario (CNO) standards and all other regulatory requirements.

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.
- 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.
- Participating constructively in the supervision process.

Accountability

The Community Health Nurse is accountable for:

- Following the Medical Directives set out by Matawa Health Co-operative and FNIHB.
- Following all policies and procedures set out by MHC, FNIHB and the Ministry.
- Maintaining relevant knowledge, skills and leadership competence through continuing education.
- To the professional governing bodies including College of Nurses of Ontario and Registered Nursing Association of Ontario.

KNOWLEDGE, SKILLS, AND REQUIREMENTS

Education and Experience

- Diploma in Practical Nursing, with current registration as an RPN with the College of Nurses of Ontario (CNO).
- Minimum of 2 years of related nursing work experience.
- Minimum of 2 years experience in working with First Nation communities and/or equivalent organization.

Skills and Abilities

- Excellent leadership, organizational and communication and problem-solving skills.
- Expertise in developing and maintaining excellent working relationships with all members of the health care team and partner organizations.
- Ability to work in a collaboration practice model.
- Strong health assessment/clinical skills.
- Capacity to adapt quickly to a dynamic work environment.
- High degree of accuracy and attention to detail.
- Electronic documentation of health records.
- 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 Basic Life Support (BLS) 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 via small aircraft and road travel. 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 several 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 must be aware of Tribal Council business in the communities and all relevant legislation, policies and procedures. They may have to complete several tasks and responsibilities at one time and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

Employee Signature	Supervisor's Title
Printed Name _____ Date _____	Supervisor's Signature _____ Date _____
I certify that I have read and understand the responsibilities assigned to this position.	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.