



EMPLOYMENT OPPORTUNITY

Position: Clinical Services Administrative Assistant

Background:

Incorporated in 2017, the Matawa Health Co-operative (MHC) is a Matawa First Nation owned and controlled health Co-operative that provides health care services to enhance existing health services to achieve long-term health and well-being for all members within the nine (9) Matawa First Nations. It 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 available services being tailored to individual community's needs. It is the first of its kind in Canada.

The MHC works to incorporate traditional healing and medicines in addressing the wholistic health needs of the Matawa First Nations focusing on the priorities of mental health and addictions, diabetes and chronic diseases.

The organization is accepting applications for **Clinical Services Administrative Assistant**.

Position Summary:

The Clinical Services Administrative Assistant provides essential administrative and coordination support to the Clinical Services Team. Working closely with the Director of Clinical and Nursing Services and clinical providers, the CSAA plays a critical role in ensuring the smooth operation of clinical workflows, supporting documentation processes, and contributing to efficient, culturally safe health service delivery. This position supports clinical data management, communications, appointment coordination, and EMR documentation to aid the overall functioning of Clinical Services.

For more details, please review the Clinical Services Administrative Assistant Job Description.

Benefits of working for the Matawa Health Co-operative:

- Optional flexible schedule to support work-life balance.
- HOOPP pension plan available to all employees.
- Canada Life benefit plan that includes dental, healthcare and vision care.
- Employee & family assistance program (EFAP) available to all employees.
- Competitive salaries and paid vacation time.
- Making a difference for Matawa communities.

Location: Thunder Bay, Ontario (with travel to Matawa remote communities)

Salary: Commensurate with experience

Term: Full-Time

How to Apply: Please send your cover letter and resume with three references to:

Matawa Health Co-operative
RE: Clinical Services Administrative Assistant
523 Algoma St. N.
Thunder Bay, ON P7A 5C2
Fax: (807) 346-2371
Email: mhc-careers@matawa.on.ca

Deadline: Friday, December 19, 2025

For additional information, please view the job description at the Matawa website:

www.matawa.on.ca
(or at: <http://www.matawa.on.ca/recruitment/career-opportunities/>)

We thank all applicants for their interest in working with the Matawa Health Co-operative, however only those selected for an interview will be contacted.

523 Algoma St. N. Thunder Bay, ON, P7A 5C2
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