



**MATAWA HEALTH  
CO-OPERATIVE**

# Diabetes Nurse Educator - Registered Nurse 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.

The Diabetes Nurse Educator - Registered Nurse is responsible for providing culturally safe, evidence-informed diabetes education, clinical support, and chronic disease management services to Matawa First Nations community members. Guided by Diabetes Canada's current Clinical Practice Guidelines, this role focuses on prevention, education, self-management support, and complication reduction through collaborative, client-centered care. The Diabetes Nurse Educator works closely with clients, families, community health staff, and the inter-professional team to improve diabetes outcomes and overall wellness.

## **RESPONSIBILITIES**

The Diabetes Nurse Educator plays a key role in supporting individuals, families, and communities living with or at risk of diabetes. This position emphasizes education, prevention, early intervention, and continuity of care while respecting Indigenous knowledge, traditions, and community priorities.

### **Diabetes Education & Clinical Care**

- Provide comprehensive diabetes education related to the disease process, including Type 1, Type 2, and gestational diabetes.
- Educate clients and families on medication management (insulin and non-insulin therapies), nutrition, physical activity, blood glucose monitoring, foot care, and prevention of acute and chronic complications.
- Support clients in developing self-management skills, including goal-setting, problem-solving, and lifestyle modification.
- Partner with clients to support informed decision-making and culturally appropriate care planning.

- Conduct ongoing assessments and provide recommendations to clients, families, and the inter-professional team for adjustments to care plans as required.
- Assist clients with blood glucose monitoring for the purpose of medication adjustment and improved glycemic control.
- Assess, implement, monitor, and evaluate individualized diabetes care plans across various stages of the disease.
- Document assessments, interventions, education provided, goals, progress notes, and discharge summaries in the approved electronic medical record system.
- Serve as a clinical resource and provide consultation to community health staff, nurses, and physicians across all Matawa communities.

#### Program Development & Community Outreach

- Develop, implement, and deliver diabetes education programs and group sessions for clients, families, and community members.
- Coordinate and support diabetes screening clinics, education sessions, and health promotion activities within Matawa First Nations communities.
- Collaborate with clients and groups to establish realistic goals and objectives for diabetes prevention and management.
- Identify service gaps and contribute to the development of strategies to improve access to and quality of diabetes care services.

#### Collaboration & Care Coordination

- Communicate regularly with physicians, nurse practitioners, and members of the inter-professional health care team, including through telephone, virtual care (OTN), and in-person visits, with appropriate client consent.
- Ensure coordinated care with external service providers and agencies involved in client care.
- Participate in case conferences, care planning meetings, and interdisciplinary team discussions.

#### 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**

- Current registration and good standing with the College of Nurses of Ontario (CNO) as a Registered Nurse.
- Certified Diabetes Educator (CDE) designation or willingness to obtain certification within a specified timeframe.
- Minimum 3–5 years of clinical nursing experience, with experience in diabetes care, chronic disease management, or community health preferred.
- Demonstrated knowledge of Diabetes Canada Clinical Practice Guidelines and evidence-based diabetes management.
- Experience working in Indigenous, rural, or remote communities is a strong asset.
- Proficiency with electronic medical records and Microsoft Office applications.

### **Skills & Abilities**

- Strong clinical assessment, education, and teaching skills.
- Excellent communication, interpersonal, and collaboration skills.
- Ability to work independently and as part of an inter-professional team.
- Strong organizational and time-management skills.
- Commitment to culturally safe, client-centered, and trauma-informed care.
- Respect for and understanding of First Nations culture, traditions, and approaches to health and wellness.

### **Other Requirements**

- Valid Ontario Class G Driver's License (access to a reliable vehicle is an asset).
- Clear Vulnerable Sector Criminal Record Check.
- Proof of a current TB Skin Test.
- Willingness to travel to Matawa First Nations communities as required.
- Ability to work flexible hours, including evenings or weekends when necessary.

## **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**

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name                      Date	<hr/> 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.
<hr/> 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.