



**MATAWA HEALTH  
CO-OPERATIVE**

# Health Promotion Worker 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 Health Promotion Worker provides services and care using a holistic, community-driven approach that supports individuals, families, and communities across the Matawa region. The Health Promotion Worker collaborates with a multidisciplinary team to identify needs, foster supportive environments, and strengthen community capacity for health improvement. Through health education, promotion, and empowerment, clients are supported as active partners in managing their health and overall wellbeing.

## **RESPONSIBILITIES**

The Health Promotion Worker plays a key role in planning, implementing, and evaluating culturally relevant health promotion initiatives that align with community priorities and public health standards. This position supports population health approaches, addresses determinants of health, and integrates Indigenous knowledge and traditional values into health programming.

### **Health Promotion & Program Development**

- Coordinate, develop, implement, monitor, and evaluate community health and public health education and promotion programs and materials for MHC based on individual community needs.
- Design, manage, oversee, and promote health improvement programs at the community and regional level.
- Research and apply best practice guidelines when developing programs, presentations, and materials related to current health promotion trends.
- Create health promotion materials, reports, displays, and make recommendations related to health education and promotion at MHC.
- Develop and oversee social media and public awareness initiatives to support MHC health promotion activities.

### Community Engagement & Collaboration

- Work collaboratively with Matawa communities, community leadership, Community Health Representatives, Health Directors, and other stakeholders to identify needs and establish individual community health plans.
- Collaborate with the MHC multidisciplinary team to identify, develop, and implement health-related education and programming.
- Provide consultation and support to the team on priority setting, program development, and public health strategies.
- Support and participate in the development of safe and efficient health facilities and operations within Matawa First Nations.

### Public Health Standards & Planning

- In consultation with the Manager and team, support program planning and the implementation of the Ontario Public Health Standards at the team and community level.
- Utilize population health approaches, determinants of health, and health equity frameworks to assess community needs and inform program planning.
- Participate in ongoing quality assurance processes, program evaluation, and continuous improvement activities.

### Cultural Integration & Capacity Building

- Support and lead the integration of Indigenous culture, traditional knowledge, and values into holistic and culturally safe health promotion programming.
- Utilize skills in social marketing, media communications, community relationship-building, and community capacity development to strengthen health outcomes.

### Best Practice Spotlight Organization (BPSO) Responsibilities

- Support Matawa Health Co-operative's participation as a Best Practice Spotlight Organization (BPSO) in collaboration with the Registered Nurses' Association of Ontario (RNAO).
- Promote awareness, integration, and sustainability of RNAO Best Practice Guidelines (BPGs) across health promotion and community programming.
- Collaborate with the multidisciplinary team, leadership, and community partners to support the implementation, evaluation, and continuous improvement of BPG-informed practices.
- Participate in BPSO-related planning, data collection, monitoring, and reporting activities as required.
- Support knowledge translation activities, including education, training, and sharing of best practices related to RNAO guidelines and BPSO initiatives.
- Contribute to a culture of evidence-informed practice, quality improvement, and client-centred care consistent with BPSO principles and Indigenous wholistic approaches to health and wellness.

### Education, Reporting & Professional Development

- Design, create, and deliver educational programs for current and potential members, including curriculum development, planning community forums, assisting with proposal submissions, and supporting budgetary planning.
- Participate in professional meetings, conferences, seminars, and ongoing review of professional literature related to health promotion and community development.
- Participate in team meetings, planning sessions, and policy and procedure development as required.
- Perform other duties as assigned to support the goals and objectives of MHC.

### 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

- A bachelor's degree or college diploma in Health Sciences, Public Administration, Recreation Administration, Hospital Administration, Social Sciences, or a related field is preferred.
- Several years of experience in the health field as a health care professional, community worker, or social service worker is usually required.
- Experience working with First Nations organizations or communities is a strong asset. Experience working in First Nations communities or with Indigenous organizations is an asset.

## Skills & Abilities

- Strong understanding of health promotion principles, population health, determinants of health, and health equity.
- Excellent communication, facilitation, and presentation skills.
- Ability to work collaboratively within multidisciplinary teams and diverse community environments.
- Strong organizational, planning, and evaluation skills.
- Knowledge of and respect for First Nations cultures, traditions, and holistic 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**

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.