



**MATAWA HEALTH
CO-OPERATIVE**

Travelling Mental Health & Wellness 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 Travelling Mental Health & Wellness Worker provides holistic, culturally grounded mental health, wellness, addictions, and harm-reduction support to First Nation members in Matawa communities, both in Thunder Bay and in remote First Nation settings. The role focuses on preventative, trauma-informed, and strengths-based service delivery that addresses physical, mental, emotional, and spiritual well-being, while also supporting case management, culturally relevant programming, and coordinated care. Working within a multi-disciplinary team, the position collaborates with community partners, Elders, and Traditional Knowledge Keepers to promote healing, resilience, and continuity of care across the lifespan.

RESPONSIBILITIES

The Travelling Mental Health & Wellness Worker carries out a diverse range of responsibilities designed to promote the mental, emotional, physical, and spiritual well-being of Matawa members. This role integrates direct client support, case management, addictions and harm-reduction services, program planning, and collaborative community work. All responsibilities are delivered through a culturally grounded, trauma-informed, and holistic approach, with flexibility to respond to the unique needs of individuals and communities across the lifespan.

Case Management and Client Advocacy

- Manage client schedules, appointments, home visits, and wellness checks, both in-person and virtually.
- Advocate for members and assist with navigation of health, social, and community systems.
- Coordinate referrals and network with external service providers to meet individualized needs.
- Maintain accurate, timely, and confidential electronic client records.
- Follow duty to report requirements as necessary.

Program Planning and Wellness Promotion

- Plan, coordinate, and facilitate culturally relevant mental health and wellness programming.
- Deliver programming flexibly, including in-person, hands-on/land-based, and virtual formats.
- Support ongoing competency development through program activities and act as a resource to members.
- Develop culturally appropriate mental health and wellness resources and materials for community use.

Addictions & Harm Reduction Responsibilities

- Provide addictions and harm-reduction support through a trauma-informed, culturally grounded, and holistic approach that addresses physical, mental, emotional, and spiritual wellness.
- Support clients experiencing substance use and addiction-related challenges, including trauma, grief and loss, depression/anxiety, self-harm and suicide risk, safety planning, and harm-reduction strategies.
- Support coordination of addictions services, including intake, assessment, detox, inpatient and outpatient treatment, discharge planning, and pre- and post-treatment supports.
- Collaborate with members to explore individualized treatment and recovery options aligned with their goals, values, and readiness for change.
- Support access to recovery and sharing circles (e.g., AA, NA, Al-Anon, Alateen) and culturally based healing supports as available and appropriate.
- Assist with after-care planning to ensure continuity of care and supports for members returning to or residing in Matawa communities.
- Deliver and support harm-reduction initiatives, including Naloxone distribution, education, and training, in collaboration with MHC staff and partners.
- Work collaboratively with Youth Addictions Supports, Systems Navigation roles, community services, Elders, and Traditional Knowledge Keepers to enhance coordinated addictions care and culturally relevant programming.
- Maintain accurate, confidential client records and participate in supervision, team meetings, and ongoing professional development as required.

Collaboration and Team Participation

- Work collaboratively with the Mental Health Team, Health Promotion Educator, and multi-disciplinary partners including Chief & Council, Matawa Health Directors, Crisis Teams, Choose Life Workers, Youth Workers, Elders, and Traditional Knowledge Keepers.
- Participate in regular supervision, team meetings, and professional development activities.

Travel and Other Duties

- Travel frequently to Matawa First Nation communities, often by small aircraft.
- Perform other duties as assigned by the immediate Lead/Supervisor.

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 social work or related field preferred.
- Diploma related to the area of Social Work will be considered (e.g., Indigenous Services, Native Child & Family Services, Social Service Worker).
- Registration with College of Psychotherapy or College of Social Workers/Social Service Workers or another recognized professional counselling college.
- At least 2 years' experience working with Indigenous populations in a social services field.
- Previous experience working with First Nations communities is an asset.
- Fluency in Cree, Oji-Cree, or Ojibway is an asset.
- Support system and self-care strategies in place to maintain own well-being.

Skills & Abilities

- Highly adaptable and able to work in a fast-paced environment, while demonstrating appropriate discretion, judgement and problem-solving skills.
- Strong interpersonal and communications skills (written and oral) and an ability to establish and maintain rapport effectively with clients and partners.
- Highly organized, capable to multi-task and manage time effectively.
- Proficiency in computer skills and technology-based applications: word processing/Microsoft Word, Outlook/email, electronic databases, etc.

- Knowledge of foundational theories, principles, and practices as they relate to Social Services, Social Work, and/or Counselling.
- Knowledge of assessment tools and harm-reduction practices.
- Strong knowledge of practice regulations.
- Familiar with privacy, confidentiality, and duty to report.
- Knowledge of community support services, both in Thunder Bay and in the Matawa communities.

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.