



**MATAWA HEALTH
CO-OPERATIVE**

Travelling Community Health 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 Travelling Community Health Nurse (RN or RPN) practices within the scope of practice of their respective nursing designation (Registered Nurse or Registered Practical Nurse) in community and public health settings, in accordance with applicable legislation, professional standards of the College of Nurses of Ontario (CNO), organizational policies, and approved medical directives. The role involves autonomous and collaborative practice across multiple First Nations communities and includes health promotion, disease prevention, immunization, screening, chronic disease support, and communicable disease management. Practice is grounded in culturally safe, trauma-informed, and community-driven approaches, with the Nurse exercising professional judgment, accountability, and leadership appropriate to their scope while working independently in remote and travelling environments.

RESPONSIBILITIES

The Travelling Community Health Nurse (RN/RPN) provides comprehensive public health and community-based nursing services across First Nations communities. This role supports individuals, families, and communities through culturally respectful health promotion, disease prevention, immunization, screening, and community development activities. The Nurse works collaboratively with community partners, health professionals, and Matawa Health Co-operative (MHC) while travelling regularly to designated communities.

Clinical & Public Health Practice

- Plan, deliver, and evaluate public health and wellness programs that respect Indigenous culture, traditional values, and community priorities, within the Nurse's scope of practice.

- Provide nursing assessments, screening clinics, and prioritized health education and promotion sessions to individuals, families, and community groups, consistent with RN or RPN competencies.
- Deliver public health services in individual or group settings, including homes, designated community sites, health care facilities, and nursing stations.
- Act as a nursing resource to community members, community groups, and other professionals, escalating or consulting as required based on scope and clinical complexity.
- Maintain competence in community and public health nursing, health promotion, and chronic disease management through ongoing professional development.

Immunization & Communicable Disease Control

- Deliver immunization programs in accordance with First Nations and Inuit Health Branch (FNIHB) Immunization Policies, Ministry standards, Matawa Health Co-operative medical directives, and CNO scope of practice requirements.
- Participate in communicable disease surveillance, prevention, and reporting activities in collaboration with the FNIHB Communicable Disease Nurse, Nurse Manager, and interprofessional team.
- Complete and submit all required communicable disease documentation accurately and in a timely manner.
- Ensure safe storage, handling, administration, and documentation of vaccines, over-the-counter medications, and clinical supplies, within authorized scope.

Community Engagement & Development

- Facilitate and support community development initiatives related to health and wellness priorities.
- Assist in identifying local health issues and population-based needs to inform community health planning.
- Develop and maintain positive working relationships with individuals, families, community leadership, and First Nation staff (e.g., CHRs, FSWs, HPWs, PSWs).
- Participate in community-based health committees and planning processes as assigned.
- Support First Nations in the development of safe, efficient health facilities and operations.

Interprofessional Collaboration & Communication

- Collaborate with physicians, nurse practitioners, optometrists, dentists, hospitals, nursing stations, and other agencies involved in client care, with appropriate consent and within scope.
- Work closely with FNIHB nursing staff and the Matawa Health Co-operative clinical team to ensure coordinated service delivery.
- Communicate clearly and professionally with community partners, escalating clinical concerns as required.

Planning, Quality Improvement & Reporting

- Contribute to the development and implementation of community workplans aligned with organizational strategic priorities.
- Participate in reviewing, evaluating, and reporting on program activities.
- Engage in quality assurance, quality improvement, and program evaluation initiatives.
- Assist with the preparation of Matawa Health Co-operative service and program reports as requested.

Documentation & Data Management

- Complete and submit required weekly, monthly, quarterly, and annual statistics, reports, and correspondence.
- Prepare and submit immunization and public health data to FNIHIS and the Thunder Bay District Health Unit (TBDHU), as applicable to role.
- Maintain complete, accurate, legible, and timely client records using approved electronic medical record systems.
- Ensure confidentiality, accuracy, and secure storage of all client and organizational records.

Professional Development & Organizational Participation

- Participate in professional meetings, conferences, seminars, and ongoing learning relevant to community and public health nursing.
- Contribute to the development, review, and evaluation of policies and procedures as required.
- Engage constructively in supervision, team meetings, and planning sessions with the Matawa Health Co-operative clinical team.
- Perform additional duties as assigned, consistent with role and scope of practice.

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 and Experience

- Bachelor's degree in nursing; or minimum three-year nursing diploma will be accepted.
- Current Certificate of Competence from the College of Nurses in Ontario.
- 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

- 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		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.