



**MATAWA HEALTH
CO-OPERATIVE**

Foot Care/Wound Care – 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 Foot Care/Wound Care Registered Nurse (RN) at Matawa Health Co-operative provides comprehensive, culturally safe nursing care to individuals, families, and communities across the nine Matawa First Nations, as well as MHC clients. Working within an inter-professional, community-driven model, the RN promotes wellness, manages chronic disease, and supports health education and prevention initiatives. The role encompasses direct clinical care, health promotion, consultation, and collaboration with community health staff, integrating traditional practices with modern nursing standards. The RN also contributes to program planning, quality improvement, and community-based initiatives, ensuring that healthcare services are accessible, effective, and responsive to the unique needs of each community.

RESPONSIBILITIES

The Foot Care/Wound Care - Registered Nurse's (RN) responsibilities encompass clinical care, health education, program support, and administrative duties, all delivered within a culturally safe and community-focused framework. The RN works collaboratively with clients, families, community health staff, and the broader MHC team to ensure care is comprehensive, evidence-informed, and tailored to the unique needs of each community. Through these responsibilities, the RN promotes health and wellbeing, supports chronic disease management, facilitates prevention and education initiatives, and contributes to the ongoing development and improvement of healthcare services across the Matawa First Nations.

Clinical and Educational Duties

- Deliver safe, evidence-based nursing care across the RN scope of practice, in accordance with legislation, professional standards, and organizational policies.
- Conduct comprehensive health assessments, develop individualized care plans, and implement treatment interventions for clients of all ages.

- Provide care and education focused on chronic disease management, including diabetes, cardiovascular health, and respiratory conditions.
- Administer medications, immunizations, and other prescribed treatments safely and according to protocol.
- Implement infection prevention and control practices in all clinical activities.
- Maintain accurate, complete, and timely documentation of assessments, treatments, progress notes, and care plans in electronic medical record systems.
- Provide consultation and support to community health staff, physicians, and interdisciplinary team members.
- Participate in community clinics, screening programs, and health education initiatives.
- Promote client self-management through education, coaching, and culturally appropriate strategies.
- Communicate effectively with clients, families, and healthcare providers, ensuring confidentiality and consent.
- Identify gaps in service delivery and contribute to program planning and improvement initiatives.

Program and Administrative Duties

- Report to the Clinical Lead regarding nursing activities, program delivery, and clinical concerns.
- Support program evaluation, quality improvement initiatives, and the development of policies, procedures, and protocols.
- Manage inventory of medications, medical supplies, and clinical equipment responsibly.
- Participate in inter-professional team meetings, community health planning, and health committee activities.
- Maintain knowledge of current best practices, emerging healthcare technologies, and continuing professional development opportunities.

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 of Science in Nursing (BScN) preferred, but diploma graduates may apply only if fully registered and in good standing as RNs with the CNO.
- Advanced certification in areas such as chronic disease management, foot care, or diabetes care preferred.
- Minimum of two (2) years of relevant nursing experience.
- Current CPR and First Aid certification.
- 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

- Comprehensive knowledge of diabetic and advanced foot care practices.
- Strong understanding of infection prevention and control principles.
- Excellent communication, teaching, and health promotion skills.
- Ability to work effectively both independently and as part of a multidisciplinary team.
- Strong organizational and time-management skills.
- Respect for and understanding of First Nations culture, traditions, and approaches to health and wellness.
- Ability to speak Oji-Cree or Ojibway is an asset.

Other Requirements

- Valid Ontario Class G Driver's License and access to a reliable vehicle is an asset.
- Clear Criminal Record Check (Vulnerable Sector).
- Willingness to travel to Matawa First Nations communities when necessary.
- Ability to work flexible hours as needed.

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.