



**MATAWA HEALTH
CO-OPERATIVE**

Special Projects Coordinator 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.

RESPONSIBILITIES

The Special Projects Coordinator will oversee the planning, coordination, and execution of strategic health initiatives and special projects within the Matawa Health Cooperative. This role requires a combination of project management, data analysis, stakeholder engagement, and healthcare expertise to ensure projects are delivered efficiently, on time, and aligned with organizational goals. The ideal candidate will be highly organized, adaptable, and capable of managing multiple priorities in a fast-paced environment. They will be responsible to assist with emergency planning, mitigation, preparedness, response, and recovery support within the Matawa First Nations. This role strengthens community capacity by ensuring that MHC and member communities have the tools, training, coordination, and resources needed to effectively manage a wide range of health services.

Duties and Responsibilities

- Lead and manage special health projects from inception to completion, ensuring objectives, timelines, and budgets are met.
- Collaborate with the Executive Director to develop and implement strategic plans for the Matawa Health Cooperative.
- Lead the design, planning, and implementation of priority projects assigned by the Executive Director.
- Support the development of department-wide performance measurement frameworks to evaluate impact and outcomes and identify opportunities for process improvements, efficiencies, and program enhancements within the MHC.
- Participate in organization-wide planning, evaluation, and reporting to strengthen operational and health and wellness program effectiveness.
- Provide strategic guidance and recommendations on emerging health issues, risks, and opportunities.

- Collaborate with internal teams, healthcare providers, and external partners to implement innovative health programs and initiatives.
- Develop project plans, track progress, and generate regular reports for stakeholders and senior leadership.
- Conduct research and data analysis to support decision-making and assess the impact of projects.
- Ensure compliance with regulatory, legal, and organizational standards in all project activities.
- Facilitate communication between cross-functional teams and provide guidance to project staff.
- Manage project-related budgets, resources, and vendor contracts when applicable.
- Develop and implement policies, procedures, and standards to strengthen program delivery.
- Ensure operational policies, procedures, and standards are applied consistently across all health programs.

Health Emergency Planning & Preparedness

- Work with Matawa First Nations Management Emergency Response Coordinator and assist with leading the development, coordination, and updating of the health and social emergency components of all-hazard community emergency plans.
- Work with Matawa First Nations Management Emergency Response Coordinator and monitor emergency situations and provide timely updates and situational awareness to MHC leadership and community partners and consult with federal, provincial, regional, and nongovernmental partners on behalf of affected communities.
- Support member First Nations with the creation and regular updating of health emergency plan annexes and ensure plans are accessible and publicly available.
- Develop emergency preparedness materials, communication resources, templates, and toolkits. Support public health education and outreach to build emergency readiness and awareness.
- Support planning cycles from January–March to prepare for the annual evacuation season and support communities in building readiness for communicable disease outbreaks, natural disasters, and mental wellness emergencies.
- Participate in emergency planning meetings with community, regional, federal, and provincial partners.

Health Training & Capacity Building

- Design and deliver/coordinate training for MHC staff, community leadership, and frontline teams on health various health related processes, roles, and procedures.
- Coordinate mandatory emergency management training, including:
 - IMS 100, 200

- Basic Emergency Management (EM 200)
- IMS 250 (EOC operations)
- Mental Health First Aid, Mental Health Assist, or equivalent Assist communities in establishing First Response Teams through coordination of CPR/First Aid and related training.
- Emergency Shelter Management
- Threat, Risk, Vulnerability Assessment
- WHMIS
- Provide ongoing guidance, mentorship, and technical support to community emergency representatives and health leadership.
- Coordinate and procure additional resources needed during emergencies.
- Support continuity of care for all community members and evacuees.
- Work with affected First Nations during recovery to ensure emergency-related expenses are directed to the correct service providers or federal/provincial programs.
- Assist communities in transitioning from immediate response to the restoration of health and social services.

Leadership & Organizational Development

- Support the Executive Director in leading department-wide health system change initiatives, improving patient care delivery and service efficiency.
- Mentor and build capacity among healthcare professionals by providing guidance, coaching, and leadership in clinical practice, patient safety, and evidence-based care.
- Contribute to the development of health policies, clinical governance frameworks, and organizational procedures that strengthen service delivery and improve population health outcomes.
- Lead or support special projects, quality improvement initiatives, clinical audits, and accreditation processes (e.g., health regulatory standards) as assigned by the Executive Director.
- Ensure compliance with all applicable healthcare laws, professional regulations, ethical standards, and funding requirements.

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 Public Health, Health Administration, Business, Nursing, or related field (Master's preferred).
- 5+ years of experience in project management within healthcare, public health, or related sectors.
- Proven experience leading complex projects, preferably in a health or clinical setting.
- Strong analytical skills and proficiency with project management tools and data analysis software.
- Excellent verbal and written communication, negotiation, and stakeholder management skills.
- Ability to manage multiple projects simultaneously and meet tight deadlines.
- Knowledge of healthcare regulations, policies, and industry best practices
- Experience working with First Nations communities or Indigenous organizations is a strong 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.