



**MATAWA HEALTH  
CO-OPERATIVE**

## Mental Health – 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 Mental Health Registered Nurse provides community-based mental health nursing services across Matawa First Nations communities within a collaborative, inter-professional practice model. The scope of this position includes assessment, counselling, education, crisis intervention, care coordination, and program development related to mental health and addictions. The Mental Health Registered Nurse works with individuals, families, and groups across the lifespan, and collaborates closely with First Nation staff, community leadership, Indigenous Services Canada nursing staff, and external service providers. The position requires the ability to work independently within established medical directives and professional standards, while responding to diverse and complex community mental health needs in a culturally safe and trauma-informed manner.

## **RESPONSIBILITIES**

Under the direction, guidance, and supervision of the Clinical Lead, the Mental Health Registered Nurse is responsible for the delivery of comprehensive, culturally safe, and community-based mental health nursing services. This includes clinical assessment, counselling, crisis intervention, health education, program planning, documentation, reporting, and collaboration with inter-professional team members, community partners, and external service providers. The Mental Health Registered Nurse supports individuals, families, and groups across the lifespan and contributes to the promotion of mental wellness, prevention of mental health crises, and continuity of care within Matawa First Nations communities.

### **Clinical Mental Health**

- Provide mental health education, promotion, and support to individuals, families, and community groups.

- Deliver counselling and nursing interventions for clients experiencing mild to serious mental health concerns, including anxiety, depression, trauma, mood disorders, and substance use challenges.
- Collaborate with community members, leadership, and local addictions treatment programs (e.g., opioid agonist therapy).
- Conduct ongoing mental health assessments, provide clinical recommendations, and contribute to individualized care plans.
- Facilitate mental health services in community settings, including in-home visits, community health centres, and group workshops.

#### Program Planning and Development

- Participate in planning, coordinating, and evaluating community-based mental health programs and initiatives.
- Maintain updated resources on mental health, addictions, and social supports in Matawa communities.
- Liaise with external service providers, Indigenous organizations, and community partners to support coordinated care.

#### Documentation and Reporting

- Maintain accurate, confidential client records using approved EMR systems.
- Prepare required reports, statistics, and correspondence for MHC, ISC, and Ministry requirements.
- Contribute to service evaluation and program improvement initiatives.

#### 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.
- Additional training in mental health nursing, crisis management, and suicide prevention is preferred.
- Knowledge of CBT, trauma-informed care, and problem-solving therapies is an asset.
- Minimum 2 years nursing experience, preferably in mental health or community health.
- 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 mental health nursing skills, including crisis management and suicide prevention.
- Excellent assessment, clinical judgment, and critical thinking abilities.
- Strong communication, leadership, and collaborative skills.
- Ability to work effectively in clinic and community-based settings and build positive relationships.

### **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.