



**MATAWA HEALTH  
CO-OPERATIVE**

## Foot Care Nurse - Casual 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 Nurse (RPN or RN) is responsible for delivering high-quality, culturally respectful foot care services to clients. This role focuses on prevention, assessment, treatment, education, and management of foot conditions, with a particular emphasis on diabetic and high-risk foot care. Reporting to the Clinical Lead, the Foot Care Nurse works collaboratively with the inter-professional health care team to support improved health outcomes and continuity of care.

## **RESPONSIBILITIES**

The Foot Care Nurse plays a key role in promoting foot health and preventing complications among clients in the Matawa First Nations communities. This position involves providing comprehensive clinical care, health education, and ongoing assessment, while working collaboratively with the inter-professional health care team. The Foot Care Nurse ensures services are delivered safely, effectively, and in a culturally respectful manner, supporting the overall wellbeing of clients and contributing to the success of the Matawa Health Co-operative's foot care program.

### **Clinical Care & Client Services**

- Provide foot care services in accordance with legislative requirements, professional standards of practice, and organizational policies and procedures.
- Perform comprehensive and ongoing foot assessments, provide appropriate foot care treatments, and determine advanced foot care nursing interventions within the scope of practice of an RPN or RN.
- Deliver routine and specialized foot care based on individual client needs, including diabetic foot care and care for high-risk clients.
- Understand and implement infection prevention and control practices specific to foot care services.

- Coordinate, secure, set up, clean, sterilize, and maintain all foot care supplies and equipment to ensure safety and functionality at all times.
- Maintain accurate, complete, and timely client documentation, including assessments, interventions, progress notes, discharge summaries, and required evaluation data.

#### Education & Health Promotion

- Teach and educate clients, families, and support systems on foot care-related topics, including prevention and self-care strategies.
- Develop and implement educational programs and materials that promote client engagement, interaction, and collaboration.
- Coordinate and deliver foot care screening clinics and educational sessions in each of the Matawa First Nations communities.

#### Collaboration & Care Coordination

- Provide ongoing assessment, recommendations, and updates to the treatment team to support adjustments to individualized plans of care.
- Act as a clinical resource and provide consultation to staff, physicians, nurse practitioners, and members of the interdisciplinary health care team.
- Communicate and share client information (with appropriate consent) with physicians, nurse practitioners, and other agencies involved in care through meetings, telephone, or OTN as required.
- Assist in identifying service gaps and contribute to the development of plans to align foot care services with optimal standards of care.

#### 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**

- Registered Nurse (RN) with a Bachelor's Degree in Nursing **or** Registered Practical Nurse (RPN) with a recognized nursing diploma.
- Current registration and good standing with the applicable provincial regulatory body.
- Advanced Foot Care and Diabetic Foot Care Certification (required).
- Demonstrated knowledge of foot care nursing practices, including diabetic and high-risk foot care.
- Knowledge of infection prevention and control standards related to foot care services.
- Experience working in community health, primary care, or Indigenous health settings is an asset.
- Understanding of First Nations culture, traditions, and holistic approaches to health and wellness is a strong asset.

### **Skills & Abilities**

- Strong assessment, clinical judgment, and documentation skills.
- Ability to work independently and collaboratively within an inter-professional team.
- Excellent communication, interpersonal, and teaching skills.
- Strong organizational and time-management abilities.
- Commitment to culturally safe, client-centered, and trauma-informed care.

### **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.