



**MATAWA HEALTH
CO-OPERATIVE**

Director of Mental Wellness 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 and through telemedicine.

The Director of Mental Wellness is a senior leadership role within the Matawa Health Co-operative and is accountable for the strategic direction, operational oversight, and clinical leadership of all mental wellness programs and services. Reporting to the Executive Director, this position has organization-wide responsibility for ensuring services are culturally safe, community-driven, trauma-informed, and aligned with the priorities of Matawa First Nations.

RESPONSIBILITIES

The Director of Mental Wellness provides leadership for planning, delivery, and continuous improvement of mental wellness supports, addiction services, crisis response and justice programs. In collaboration with the Executive Director, MHC leadership, staff, community partners, and First Nations leadership, the Director ensures services are culturally safe, trauma-informed, and community-driven, while aligning with organizational priorities and funding requirements. This role includes program development and evaluation, financial and human resource management, policy and quality oversight, and partnership building across multiple communities and service sites. Through collaboration with internal programs, community leaders, external partners, and funders, the Director works to strengthen mental wellness systems and advance the long-term health and wellbeing of Matawa First Nations members.

Mental Health Program & Service Delivery

- Provide strategic leadership for the development, implementation, and evaluation of mental health programs and services.
- Identify mental health needs in collaboration with Matawa First Nation communities and health partners.
- Lead the delivery of culturally grounded mental health programs that reflect Indigenous values, traditional knowledge, and wholistic approaches to healing.

- Ensure effective coordination and use of interdisciplinary and multidisciplinary resources within the MHC and Matawa communities.
- Build and maintain partnerships with community agencies and regional, provincial, and national service providers to support effective service delivery.

Addictions Support & Program Service Delivery

- Provide strategic leadership and oversight for addiction prevention, treatment, and recovery services across the organization.
- Develop, implement, and evaluate evidence-based addiction support programs, including harm reduction, recovery-oriented care, and relapse prevention.
- Ensure integration of addictions services with broader mental health, primary care, and relapse prevention initiatives.
- Oversee clinical governance, ensuring services meet regulatory, ethical, and professional standards
- Promote trauma-informed, culturally responsive and person-centred approaches to addiction care.
- Support the development of prevention, early intervention, and community education initiatives.
- Lead crisis response planning related to substance use, overdose prevention, and acute care coordination.

Justice Programs

- Provide strategic leadership for the development, implementation, and evaluation of Justice Programs, including the Native Inmate Liaison Officer (NILO) program, Transitions to Care, and related initiatives.
- Ensure the Justice program's culturally grounded supports—including counselling, advocacy, liaison, and reintegration planning—are effectively integrated across the mental health continuum of care.
- Collaborate with correctional institutions, courts, community partners, and internal teams to support coordinated, client-centred service delivery for Indigenous clients who are charged, in custody or upon release.
- Support program planning, service enhancement, and funding initiatives to strengthen justice programs and their integration with other initiatives at both community and regional levels.

Crisis Response

- Provide organizational leadership and oversight for crisis response services across Matawa First Nations.
- Lead the development, coordination, and continuous improvement of culturally grounded, trauma-informed, and community-based crisis response approaches.

- Collaborate with community leadership, internal clinical teams, emergency services, and external partners to support effective crisis intervention, stabilization, follow-up, and continuity of care.
- Ensure crisis response services align with community priorities, organizational policies, risk management practices, and funding requirements.
- Support service planning, evaluation, and quality improvement to strengthen crisis response capacity and outcomes.

Program Oversight & Quality Risk Management

- Establish and maintain program evaluation frameworks, performance indicators, and outcome measurement processes.
- Oversee the collection, analysis, and reporting of data to support accountability, planning, and continuous improvement.
- Ensure compliance with applicable legislation, professional standards, funding agreements, and organizational policies and procedures.
- Develop, implement, and maintain policies, procedures, and program manuals for services.
- Maintain and support risk management and Quality Improvement principles and practices.
- Oversee records management in collaboration with the appropriate staff ensuring confidentiality, privacy, and data integrity.

Financial & Operational Management

- Develop and support funding proposals, program design, research initiatives, and service enhancements aligned with identified community needs.
- Assist with monitoring program budgets and expenditures in collaboration with appropriate staff.
- Support financial forecasting, planning, and responsible stewardship of program resources.
- Negotiate and manage agreements with community agencies, partners and other Matawa departments to support collaborative and integrated service delivery.
- Contribute to organizational planning and operational decision-making to support sustainable and effective mental health services.

Staff Leadership & Human Resources Management

- Provide leadership, supervision, and support to departmental staff.
- Conduct performance evaluations and provide ongoing clinical supervision.
- Ensure staff have access to appropriate supports for self-care, wellness, and mental health supports.
- Oversee staff scheduling, leave management, and coverage to ensure continuity and quality of services.
- Ensure staff training and professional development in addictions treatment and best practices.

- Identify training and professional development needs and coordinate orientation, cultural safety training, and ongoing learning opportunities.
- Collaborate with the Executive Director (and designated Board members) in recruitment, hiring, onboarding, and retention of staff.
- Conduct exit interviews and support workforce planning initiatives.

Executive, Board & Community Engagement

- Provide reports and presentations to the Executive Director, MHC Board of Directors, Matawa Chiefs, and Community Leadership.
- Keep the Executive Director informed of all aspects of operations and emerging issues.
- Advise on trends, risks, and opportunities related to community mental health and wellness.
- Participate in local, regional, and provincial committees, working groups, and forums as required.
- Assume delegated organizational responsibilities in the absence of the Executive Director, when requested.

Other Duties

- Perform other related duties as assigned to support the mission, vision, and strategic priorities of Matawa Health Co-operative and Matawa First Nations Management.

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

- Master's degree in a related field (e.g., Social Work, Psychology, Counselling, Public Health) or an equivalent combination of education and experience.
- Minimum 5 years of progressive experience in mental health services, including senior leadership, supervisory, or management responsibilities.
- Broad knowledge of community mental health, prevention, promotion, and trauma-informed practice.
- Experience or understanding of programs supporting justice-involved Indigenous populations or liaison-based service models.
- Demonstrated understanding of Indigenous mental health, intergenerational trauma, and culturally relevant healing approaches.
- Experience working with or supporting First Nations communities and organizations is a strong asset.
Knowledge of Child and Family Services, youth mental health, and family support organizations/programs which promote foundational supports to families.
- Knowledge of Ministry of Health, First Nations and Inuit Health Branch (FNIHB), and Non-Insured Health Benefits (NIHB) programs and requirements

Skills & Abilities

- Strong leadership, people management, and team-building skills.
- Excellent organizational, planning, and problem-solving abilities.
- Ability to analyze data and apply evidence to decision-making.
- Strong communication, facilitation, and relationship-building skills.
- Ability to work collaboratively across disciplines, communities, and organizations.
- High level of integrity, professionalism, and commitment to confidentiality.
- Ability to align service delivery with community priorities and organizational strategy.

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 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.