



**MATAWA HEALTH
CO-OPERATIVE**

Travelling Personal Support Worker 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 Travelling Personal Support Worker (PSW) provides compassionate, client-centered care to clients and community members in their homes, in community health facilities, through virtual support, in the Thunder Bay MHC clinic and the Matawa Supportive Housing Units. This role supports individuals with daily living activities, promotes independence, and contributes to the overall health and well-being of clients. Reporting to the Clinic Lead or their designate, the PSW plays a vital role in enhancing the quality of life for clients across the Matawa First Nations.

RESPONSIBILITIES

The Travelling Personal Support Worker is responsible for providing safe, respectful, and culturally sensitive care to clients in accordance with MHC policies and professional standards. This position ensures clients' physical, emotional, and social needs are met, supporting independence and promoting health and wellness.

Direct Client Care

- Assist clients with activities of daily living, including personal hygiene, dressing, feeding, mobility, and medication reminders.
- Monitor and report changes in clients' physical or mental health to supervising healthcare professionals.
- Provide companionship and emotional support to clients, encouraging social engagement and positive mental health.
- Support clients with light meal preparation, housekeeping, and other tasks to maintain a safe and healthy living environment.
- Assist Non-Insured Health Benefits (NIHB) clients in Matawa Supportive Housing Units to meet healthcare and wellness needs.

Health & Safety

- Follow care plans developed by healthcare professionals and update documentation accurately.
- Ensure infection prevention and control practices are consistently applied.
- Assist with safe transfers, mobility, and use of assistive devices as required.

Cultural & Community Engagement

- Incorporate traditional healing practices and cultural protocols in care delivery.
- Support clients in accessing community resources and programs that promote wellness.
- Build trusting relationships with clients, families, and community members.

Other Duties

- Perform additional tasks as assigned to support the MHC.

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

- Completion of a Personal Support Worker (PSW) certificate or equivalent program.
- Minimum 1–3 years of experience providing care in a home or community health setting, preferably with Indigenous communities.
- Knowledge of basic healthcare practices, chronic disease management, and mental health support.
- Understanding of culturally safe care and Indigenous approaches to wellness.

Skills & Abilities

- High level of integrity, accountability, and professionalism.
- Strong time-management skills with the ability to meet deadlines.
- Commitment to continuous improvement and capacity building.
- Respect for and understanding of First Nations culture, traditions, and approaches to health and wellness.

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.