



**MATAWA HEALTH  
CO-OPERATIVE**

# Travelling Community Mental Wellness Manager 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 Community Mental Wellness Manager will oversee the Mental Wellness Team who provide mental wellness services to individuals, families, and communities served by Matawa. This position oversees preventative, intervention-based, and crisis-responsive mental wellness programming from a wholistic perspective, addressing all aspects of wellness including physical, mental, emotional, and spiritual well-being across the lifespan. Service delivery must strongly reflect and respect Indigenous culture, traditions, and values.

## **RESPONSIBILITIES**

The Travelling Community Mental Wellness Manager is responsible for providing leadership, oversight, and strategic direction to the Mental Wellness Team to ensure high-quality, culturally responsive, and community-driven mental wellness services. This role ensures that programs and services are delivered effectively, ethically, and in alignment with organizational policies, professional standards, and the unique needs of the communities served. The Manager supports staff development, promotes collaboration, and ensures continuity of care while maintaining a strong presence within communities through regular travel and engagement.

### **Supervision of Community Mental Wellness Team**

- Acts as a role model; provides strong leadership, mentorship, and guidance to Mental Wellness Team.
- Demonstrates the ability to build positive rapport and healthy working relationships with leadership, colleagues, and staff while providing constructive feedback that encourages professional growth and skill development.
- Supervises and directs the activities of Mental Wellness Team, ensuring adequate support, supervision, and direction.

- Ensures all necessary performance evaluations are completed in a timely manner.
- Assists staff with coordination, planning, and scheduling of community travel and related arrangements.
- Oversees scheduling and time-off requests (overtime, lieu time, annual/vacation leave, sick leave, etc.) to ensure continuity of care and ongoing day-to-day operations.
- Provides clinical and supervisory consultation on complex client situations, crisis response, and service coordination.

#### Program Management & Development

- Participates in the development and implementation of policies, procedures, and work instructions for the Mental Wellness Team.
- Seeks input and feedback from Matawa communities, Health Directors, leadership, and team members to ensure services remain responsive to the unique needs of each community.
- Works collaboratively with the Director of Mental Wellness and other Matawa staff to ensure documentation, reporting, and data collection uphold confidentiality, ethics, and regulatory standards.
- Oversees program evaluation and continuous quality improvement initiatives.
- Assists in proposal development and funding submissions aligned with identified community needs.
- Ensures accurate data collection and statistical reporting as required.
- Ensures compliance with all applicable regulations, professional standards, policies, and procedures.
- Participates in recruitment, screening, interviewing, reference checks, orientation, and training of new hires.
- Provides timely updates to the Executive Director, Director of Mental Wellness Services, Chiefs, and Board Members as required.
- May attend Chiefs Meetings and Board of Directors Meetings as requested.
- Schedules, coordinates, and chairs team meetings and supervision sessions.
- Ensures critical incidents are reported promptly and appropriately.
- Participates in regular supervision and leadership meetings.
- Performs other duties as assigned by the Director of Mental Wellness Services.

## **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 Social Work or related field.
- Diploma in a related field (e.g., Indigenous Studies, Native Child & Family Services, Social Service Worker) may be considered.
- Registration with a recognized professional regulatory body (e.g., College of Social Workers/Social Service Workers) is preferred.
- Minimum two (2) years of experience in a mental health-related supervisory role.
- Minimum two (2) years of experience working with Indigenous populations.

### **Skills & Abilities**

- Strong leadership and team management skills.
- Excellent organizational and planning abilities.
- Ability to problem-solve and adapt quickly in unpredictable environments.
- Strong crisis management and triage skills.
- Effective written and verbal communication skills.
- Proficiency with Microsoft Office (Word, Outlook, etc.) and electronic databases.
- Familiarity with Electronic Medical Records (EMR/PS Suite) considered an asset.
- Ability to collect, analyze, and report data.

## 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.
- Fluency in Cree, Oji-Cree, or Ojibway considered an asset.

## **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**

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name                      Date	<hr/> Supervisor's Signature              Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> 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.