



**MATAWA HEALTH  
CO-OPERATIVE**

# Healthy Babies Healthy Children Nurse (RN/RPN) 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 Healthy Babies Healthy Children Nurse (RN/RPN) is responsible for delivering comprehensive maternal, infant, and early childhood health services across Matawa First Nations communities. This role focuses on supporting children from birth to school age and their families through home visiting, health promotion, assessment, and early intervention. The Nurse provides culturally safe, family-centered care and works collaboratively with community partners and interdisciplinary teams. This position requires regular travel to remote and northern communities and the ability to work independently in dynamic environments.

## **RESPONSIBILITIES**

The Healthy Babies Healthy Children Nurse plays a key role in promoting healthy child development and supporting families through culturally appropriate, community-based nursing services.

### **Clinical Care & Program**

- Deliver the Healthy Babies Healthy Children program across Matawa communities, focusing on prenatal, postnatal, and early childhood care.
- Conduct home visits to assess the health, growth, and developmental progress of infants and young children.
- Provide prenatal, antenatal, and postnatal support to mothers and families.
- Perform comprehensive health and developmental assessments and identify risk factors impacting child and family wellbeing.
- Support families experiencing complex needs, including postpartum depression, parenting challenges, and social determinants of health.

### Immunization & Public Health

- Deliver immunization programs in accordance with FNIHB policies and provincial standards.
- Maintain accurate immunization documentation and reporting.
- Support communicable disease monitoring and reporting in collaboration with public health partners.

### Collaboration & Community Engagement

- Collaborate with multidisciplinary teams including physicians, pediatricians, community health staff, and external partners.
- Build and maintain positive relationships with families, community members, and leadership.
- Participate in community health initiatives, outreach, and committees.
- Connect families with appropriate services and supports within the community.

### Reporting & Program Accountability

- Complete and submit required reports, statistics, and documentation in a timely manner.
- Develop and maintain community-based workplans aligned with program goals.
- Participate in quality assurance, evaluation, and continuous improvement activities.

### Other Duties

- Provide cross-coverage and support for other clinical services as needed.
- Participate in training, meetings, and professional development opportunities.
- Perform additional duties as assigned to support program and organizational priorities.

### 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) or Diploma in Practical Nursing.
- Current registration in good standing with the College of Nurses of Ontario (CNO).
- Minimum 2 years of relevant nursing experience, preferably in maternal/child health, public health, or community nursing.
- Experience working with First Nations communities or Indigenous organizations is a strong asset.
- Lactation Consultant Certification (IBCLC) or willingness to obtain is an asset.
- Immunization certification or willingness to obtain upon hire.

### **Skills & Abilities**

- Strong clinical assessment and critical thinking skills.
- Excellent communication, education, and counseling abilities.
- Ability to work independently in remote and community-based settings.
- Cultural competence and respect for Indigenous traditions and approaches to care.
- Strong organizational, time management, and problem-solving skills.
- Ability to build and maintain effective working relationships.
- Proficiency in Microsoft Office and electronic medical record systems.
- Ability to speak Oji-Cree or Ojibway is an asset.

### **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.
- This role provides services in a clinical environment and within Indigenous communities and includes direct contact with vulnerable individuals (including minors and elders).

## **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**

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| <hr/><br>Employee Signature   | <hr/><br>Supervisor's Title  |
| <hr/><br>Printed Name                      Date   | <hr/><br>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/><br>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.