



**MATAWA HEALTH
CO-OPERATIVE**

Human Resources Coordinator 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 Human Resources (HR) Coordinator is responsible for managing a broad range of human resource functions to support the overall operations of MHC. This role provides leadership in recruitment, onboarding, benefits administration, payroll support, employee relations, performance management, and compliance. Reporting directly to the Executive Director and working closely with the MHC management team, the HR Coordinator plays a critical role in fostering a positive workplace culture and ensuring the organization's HR practices meet strategic and operational goals.

RESPONSIBILITIES

The HR Coordinator ensures effective and compliant HR operations at MHC while supporting staff and leadership in a wide variety of HR processes:

Recruitment & Staffing

- Draft and update job descriptions, coordinate job postings, and manage the careers email inbox.
- Screen candidates, schedule interviews, participate in interviews, and conduct reference checks.
- Facilitate onboarding and offboarding processes, including exit interviews, equipment collection, and benefits removal.
- Track and manage recruitment metrics and documentation to ensure compliance.

Onboarding & Orientation

- Develop and maintain onboarding materials, including checklists, presentations, policy binders, and orientation videos.
- Coordinate tours, HR-led presentations, and personalized support for new hires.
- Ensure managers are reminded of onboarding and performance management responsibilities.
- Track all onboarding documentation for compliance and continuous improvement.

Employee Benefits & Payroll Support

- Administer employee benefits, life insurance, and pension plans (e.g., HOOPP), including new hires, leaves, terminations, and changes.
- Support payroll documentation submissions and coordinate with IT and finance teams.
- Manage WSIB claims and support staff inquiries regarding benefits and payroll.

Performance Management & Staff Support

- Track and maintain performance evaluation files, certificates, and approval documents.
- Respond to staff questions, complaints, and general HR inquiries in a professional and timely manner.
- Provide guidance on HR policies, procedures, and employee relations issues.

Committee Participation & Process Improvement

- Active member of the Joint Health & Safety Committee (JHSC) and HR Sub-Committee.
- Support policy updates, staff manual revisions, and process enhancements.
- Contribute to initiatives improving HR processes and organizational effectiveness.

Other Duties

- Perform additional HR or administrative tasks as assigned to support the smooth operation of 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

- Post-secondary degree or diploma in Human Resources, Business Administration, or a related field; CHRP/CHRL designation is an asset.
- Minimum 3–5 years of progressive HR experience, preferably in a not-for-profit, healthcare, or First Nations environment.
- Knowledge of HR policies, procedures, employment legislation, and benefits administration.
- Experience managing HRIS systems, payroll documentation, and performance management tracking.

Skills & Abilities

- Strong interpersonal and communication skills, with the ability to interact effectively across all levels of the organization.
- High level of integrity, professionalism, and confidentiality.
- Excellent organizational, problem-solving, and time-management skills.
- Ability to manage multiple projects and priorities under tight deadlines.
- Respect for and understanding of First Nations culture, traditions, and approaches to health and wellness.

Other Requirements

- Valid Ontario Class G Driver's License and access to a reliable vehicle is an asset.
- Clear Criminal Record Check (Vulnerable Sector).
- Willingness to travel to Matawa First Nations communities when necessary.
- Ability to work flexible hours as needed.

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.