



## **EMPLOYMENT OPPORTUNITY**

### **Position: Medical Receptionist**

#### **Background:**

Incorporated in 2017, the Matawa Health Co-operative (MHC) is a Matawa First Nation owned and controlled health co-operative that provides health care services to enhance existing health services to achieve long-term health and well-being for all members within the nine (9) Matawa First Nations. It 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 available services being tailored to individual community's needs. It is the first of its kind in Canada.

The MHC works to incorporate traditional healing and medicines in addressing the wholistic health needs of the Matawa First Nations focusing on the priorities of mental health and addictions, diabetes and chronic diseases.

The organization is accepting applications for a **Medical Receptionist**.

#### **Position Summary:**

The Medical Receptionist is the first point of contact for clients accessing MHC health services. This role is responsible for providing courteous, professional, and culturally respectful reception and administrative support to ensure the efficient operation of clinical services. Reporting to the appropriate Manager or Clinical Lead, the Medical Receptionist plays a critical role in supporting patient flow, appointment coordination, and effective communication between clients, healthcare providers, and community partners.

For more details, please review the Medical Receptionist Job Description.

#### **Benefits of working for the Matawa Health Co-operative:**

- Optional flexible schedule to support work-life balance.
- HOOPP pension plan available to all employees.
- Canada Life benefit plan that includes dental, healthcare and vision care.
- Employee and family assistance program (EFAP) available to all employees.
- Competitive salaries and paid vacation time.
- Making a difference for Matawa communities.

**Location:** Thunder Bay, Ontario  
**Salary:** \$45,000 - \$52,167.33  
**Term:** Full Time  
**How to Apply:** Please send your cover letter and resume to:

Matawa Health Co-operative  
RE: Medical Receptionist  
523 Algoma St. N.  
Thunder Bay, ON P7A 5C2  
Fax: (807) 346-2371  
Email: [careers@matawa.on.ca](mailto:careers@matawa.on.ca)

**Deadline:** Tuesday June 9, 2026

**For additional information, please view the job description at the Matawa website:**

**[www.matawa.on.ca](http://www.matawa.on.ca)**

**(or at: <http://www.matawa.on.ca/recruitment/career-opportunities/>)**

*We thank all applicants for their interest in working with the Matawa Health Co-operative, however only those selected for an interview will be contacted.*

523 Algoma St. N. Thunder Bay, ON, P7A 5C2  
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