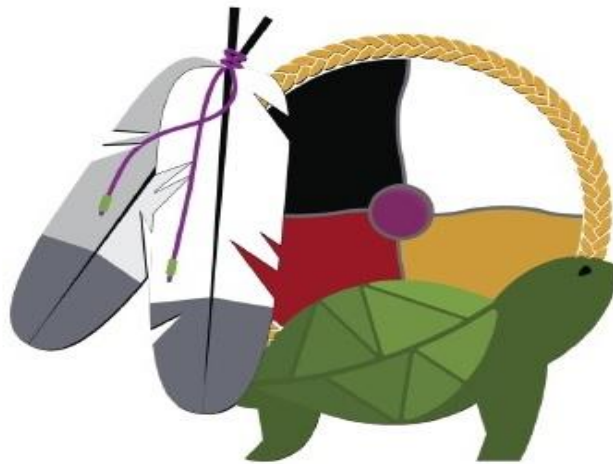




**MATAWA HEALTH
CO-OPERATIVE**

Job Description Interpreter

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. With the support and guidance from the Clinic Manager or their designate, the employee will work with a multidisciplinary team to provide translation services to clients and families of the Matawa communities. The interpreter will facilitate effective communication between individuals/families who do not share common language.

RESPONSIBILITIES & DUTIES

Medical Interpretation & Clinical Support

- Provide and facilitate translation services to clients and Matawa members.
- Be available to interpret for incoming clients at the clinic.
- Understand and accurately relay medical information and diagnoses.
- Call the pharmacy for medications and supplies if deliveries are delayed, or if clients need clarification on new prescriptions (interpret information to the client).
- Attend and interpret during home visits with doctors, nurses, foot care providers, dietitians, or other health professionals.
- Assist and interpret for clients at appointments outside the Matawa clinic (e.g., hospital, specialist clinics, ICU).
- Assist and interpret for clients during hospital or clinic discharge to ensure understanding of the discharge plan.

Community & Social Support

- Support Matawa members and Elders during wake services as needed.
- Assist clients by interpreting and notifying them about upcoming events, ID clinics, or community pop-ups.
- Inform off-reserve Matawa members about services available at MHC to encourage access and participation.

Cultural Support & Education

- Provide interpreting in MHC and cultural activities
- Provide cultural context when appropriate and permitted.
- Assist in the development of educational materials, displays, and signage related to First Nations culture and heritage.
- Share traditional knowledge, language, oral histories, and perspectives of First Nations peoples in a respectful and appropriate manner.
- Collaborate with Elders, cultural leaders, and community members to ensure accuracy and authenticity of interpretive content.
- Represent First Nation voices in public programming and outreach events.
- Provide workshops to clients and MHC employees promoting Indigenous language and retention.
- Create an elder abuse pamphlet, or other resource material, to distribute as a handout.
- Develop and share a list of emergency numbers for clients to call if in need.

Administrative & Organizational Responsibilities

- Manage communication flow, ensuring all parties understand and have an opportunity to speak.
- Maintain strict confidentiality and impartiality in all client interactions.
- Maintain records of interpreting assignments if required by the organization.
- Uphold and promote cultural safety, inclusion, and reconciliation initiatives.
- Work in collaboration with other MHC staff to provide effective services.
- May be required to travel to various Matawa communities to support as needed (e.g., crises, evacuations, or other).
- Perform other duties as assigned.

Code of Ethics:

All interpreters are expected to abide by a professional code of ethics, including:

- Confidentiality.
- Accuracy and completeness.
- Impartiality.
- Respect for all parties involved.
- Professional conduct.

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 his/her own work with enthusiasm and commitment.

- Acting in accordance with relevant legislation and organization policies and procedures.
- Ability to collaborate with diverse teams and audiences.
- 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 client information and records.

Education and Specific Job Requirements

Education & Work Experience

- High school diploma or equivalent is preferred.
- Minimum 2 years working with First Nation populations and/or equivalent organization.

Skills and Abilities

- Ability to speak one or more of dialectics spoken in the Matawa communities.
- Strong written and verbal communication skills for effectively delivering health information to individuals in English and their Indigenous language.
- Must maintain a high-level of confidentiality with sensitive information regarding clients.
- Must be competent in portraying and respecting Indigenous cultures.
- Experience in developing and maintaining excellent working relationships with all members of the health care team.
- Knowledge of various computer systems and applications (i.e. Microsoft Office, etc.).

Other Requirements

- Must be able to perform work duties with minimal supervision.
- Must be willing to work in a team like setting.
- Must be willing to travel as required.
- Must provide a current Criminal Record Check and Vulnerable Sector Search.
- Ability to satisfactorily pass a Tuberculin (TB) Skin Test.

- Must possess a valid G class drivers' license, clean drivers abstract, and access to a reliable personal vehicle.

WORKING CONDITIONS

Physical Demands

The employee will 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 several 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.

Mental Demands

The employee will have to manage several 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.