



EMPLOYMENT OPPORTUNITY

Position: Scheduling Coordinator

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 **Scheduling Coordinator**.

Position Summary:

The MHC Scheduling Coordinator is responsible for ensuring effective and efficient scheduling of MHC departments. This role provides assistance to the MHC managers with preparing monthly schedules for staff assisting with travel coordination to our Matawa First Nations communities. This position reports directly to the acting Director of Nursing and Clinical Services and works closely with the Clinical Lead.

Benefits of Working with Matawa Health Co-operative:

- 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.
- EFAP (employee & family assistance program) available to all employees.
- Competitive salaries and paid vacation time.
- Making a difference for Matawa communities.

Location: Thunder Bay, Ontario

Salary: \$45,000 - \$63,000

Term: Full Time

How to Apply: Please send your cover letter, resume and three employment references to:

Matawa Health Co-operative
RE: Scheduling Coordinator
523 Algoma St. North
Thunder Bay, ON P7A 5C2
Fax : (807) 346-2371

Email : careers@matawa.on.ca

Closing Date: Friday, September 18, 2026 by 4:30 PM

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

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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