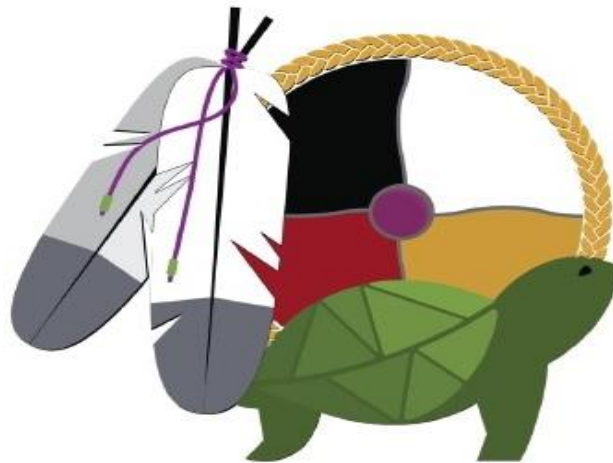




**MATAWA HEALTH
CO-OPERATIVE**

Support Worker 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 Nations. 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 holistic 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 Support Worker plays a key role in ensuring that the MHC operates in a clean, safe, and welcoming environment for staff, community members, and visitors. Under the direction of the Director of Health Transformation or their designate, the Support Worker provides general maintenance support both inside and outside the MHC building. This includes basic cleaning, moving furniture or supplies, and assisting with seasonal gardening and groundskeeping tasks. This position is hands-on and community-focused, contributing to the wellbeing and functionality of MHC by maintaining a safe and organized physical space in alignment with MHC values. The Support Worker also actively supports food sovereignty and gardening initiatives while contributing to a collaborative team environment.

RESPONSIBILITIES

The Support Worker is responsible for assisting with general maintenance tasks to ensure the MHC facilities are clean, safe, and well-organized. Duties include light cleaning, moving furniture or supplies, supporting garden and grounds upkeep, and assisting in the delivery of MHC programs and events. The role also involves basic equipment handling, maintaining outdoor spaces year-round, and contributing to food sovereignty initiatives and community wellness efforts.

Maintenance and Cleaning Support

- Assist with regular upkeep of MHC facilities including sweeping, mopping, and light cleaning duties.
- Help move furniture, boxes, or equipment as needed for meetings, office setups, or events.
- Notify supervisor of any maintenance or safety issues that require repair or attention.

- Support the setup and takedown of furniture, supplies, and signage for internal programs and community gatherings.
- Carry out daily duties and assigned tasks in a safe, timely, and efficient manner, ensuring continuity of project operations.

Groundskeeping and Outdoor Work

- Assist with gardening, including planting, weeding, watering, and maintenance of garden beds.
- Contribute to the ongoing development of garden and food sovereignty projects through hands-on support, collaborative planning, and consistent monitoring and maintenance.
- Support general lawn care such as raking, trimming, or clearing walkways.
- Ensure outdoor areas are kept tidy and safe in all seasons.
- Maintain accurate records by tracking time, filing reports, and assisting with workshops, trainings, and departmental programs related to the gardens and grounds.

Equipment and Supply Handling

- Maintain organization of cleaning supplies and equipment.
- Follow proper health and safety procedures when using tools and cleaning products.
- Safely operate basic maintenance equipment (e.g., lawnmower, leaf blower, hand tools).
- Support facilities management and maintenance by operating tools and equipment safely and effectively, as directed.

Maintenance Duties

- Perform routine preventative maintenance on housing units and buildings.
- Complete minor plumbing repairs such as unclogging drains, replacing faucets, and fixing leaks.
- Carry out basic electrical maintenance such as changing light fixtures, bulbs, smoke detector batteries, and reporting larger issues to qualified contractors.
- Repair doors, locks, windows, screens, cupboards, and flooring as needed.
- Maintain heating, ventilation, and air conditioning systems through filter changes and basic upkeep.
- Conduct seasonal exterior maintenance including snow removal, salting walkways, lawn care, and garbage removal.
- Ensure tools and maintenance equipment are used safely and stored properly.

Painting Duties

- Prepare walls and surfaces for painting by cleaning, sanding, patching holes, and priming.
- Paint interior and exterior walls, doors, trim, ceilings, and common areas as required.
- Touch up painted surfaces between tenant occupancy.
- Select and maintain paint supplies, brushes, rollers, ladders, and related materials.
- Ensure safe handling and storage of paints and chemicals.

Repair Duties

- Complete minor carpentry repairs including drywall patching, trim work, shelving, and cabinet repairs.
- Replace damaged fixtures, hardware, blinds, and other unit components.
- Repair or replace damaged flooring, tiles, and baseboards where applicable.
- Assess damages and report major repair needs to supervisors or contractors.
- Assist in coordinating contractors for specialized repairs and monitor completed work.

Cleaning and Unit Preparation

- Clean vacant units thoroughly prior to new tenant occupancy.
- Remove garbage, abandoned items, and debris from units and common areas.
- Ensure units are move-in ready, safe, and presentable.
- Restock necessary supplies and report items requiring replacement.

Support to Facilities and Program Teams

- Assist with delivery and pickup of supplies or materials when required.
- Participate in team meetings and contribute to creating a safe and respectful working environment.
- Provide backup support to other facility operations as directed by their lead/ direct supervisor.
- Assist with and contribute to MHC programs, events, and staffing needs.
- Build professional skills and capacity through participation in training opportunities, mentorship, and collaboration with staff and community partners.

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

- High school diploma or equivalent preferred.
- Previous experience in maintenance, custodial work, or landscaping is considered an asset.
- Experience working in First Nations communities or with Indigenous organizations is an asset.

Skills & Abilities

- Ability to perform physical tasks, including lifting, carrying, bending, and working outdoors in various weather conditions.
- Strong work ethic and ability to work independently or as part of a team.
- Basic understanding of safe handling of tools, equipment, and cleaning materials.
- Respectful, reliable, and willing to learn.

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 need

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

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.