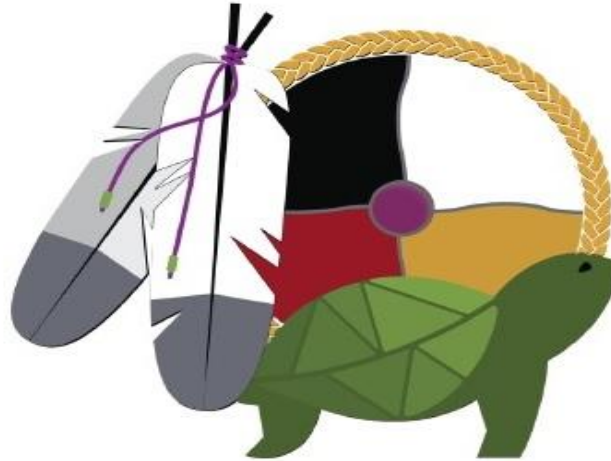




**MATAWA HEALTH
CO-OPERATIVE**

Job Description

Administrative Assistant - Health Transformation

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 Administrative Assistant provides administrative, clerical, and coordination support to ensure the effective and efficient day-to-day operations of the Matawa Health Co-operative. Reporting to the Director of Health Transformation or their designate, the Administrative Assistant supports the clinical and administrative teams by managing correspondence, coordinating meetings, maintaining records, and assisting with general office operations. This role requires strong organizational skills, attention to detail, and the ability to maintain confidentiality while supporting the delivery of quality health programs and services.

RESPONSIBILITIES

The Administrative Assistant plays an important role in supporting the administrative and operational functions of the Matawa Health Co-operative. This position helps ensure smooth office operations, effective communication, and organized workflow for clinical leadership and staff.

Correspondence & Office Administration

- Provide day-to-day administrative support to the Director of Health Transformation or their designate and their clinical team.
- Receive, screen, and respond to routine correspondence, emails, telephone calls, and voicemail inquiries as appropriate.
- Draft, format, and prepare general correspondence, memoranda, reports, and meeting materials.
- Maintain organized electronic and paper filing systems for administrative and clinical documentation.
- Assist with tracking incoming and outgoing correspondence, deadlines, and documentation.
- Support communication and information flow between staff, leadership, community partners, and external stakeholders,

Meetings & Administrative Coordination

- Assist with scheduling meetings, appointments, and community visits for leadership and staff.
- Coordinate logistics for meetings, including booking rooms, preparing meeting materials, and setting up virtual or teleconference meetings.
- Prepare agendas and supporting documentation as directed.
- Record and prepare meeting minutes and distribute them in a timely manner.
- Maintain organized records of meeting minutes, reports, and administrative documents.

Travel & Logistics Support

- Assist with travel arrangements including transportation, accommodations, and itineraries for staff as required.
- Support preparation and submission of travel documentation and expense claims in accordance with MHC policies.
- Maintain travel records and supporting documentation.

Program & Operational Support

- Provide administrative support to clinical and health program staff as required.
- Assist with tracking reports, deliverables, and documentation related to health programs and initiatives.

- Support coordination of meetings or communications with Matawa First Nations communities.
- Liaise with internal departments to support effective service delivery and organizational operations.

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 diploma or certificate in Office Administration, Business Administration, Health Administration, or a related field.
- Minimum 1–3 years of administrative or clerical experience, preferably in a health care, not-for-profit, or Indigenous organization.
- Experience providing administrative support in a professional office environment.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and general office systems.
- Experience working with First Nations organizations or communities is considered an asset.

Skills & Abilities

- Strong organizational and time management skills with the ability to manage multiple tasks.
- Excellent written and verbal communication skills.
- High level of professionalism, discretion, and confidentiality.
- Strong interpersonal skills and ability to work effectively with diverse teams and stakeholders.
- Ability to work independently and collaboratively in a busy environment.
- Cultural awareness and respect for First Nations traditions, values, and approaches to health and wellness.
- Fluency in Cree or Ojibway is considered an asset.

Other Requirements

- Valid Ontario Class G Driver's License (access to a reliable vehicle is an asset).
- Clear Vulnerable Sector Criminal Record Check.
- Proof of a current TB Skin Test.
- Willingness to travel to Matawa First Nations communities as required.
- Ability to work flexible hours, including evenings or weekends when necessary.

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	 Supervisor's Title
 Printed Name Date	 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.
 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.