

MATAWA HEALTH
CO-OPERATIVE



CONSTANCE LAKE
FIRST NATION

Community
Primary Care Nurse

Constance Lake First Nation

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 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 Executive Director of the Matawa Health Co-operative (MHC) or their designate, the employee will provide services and care with emphasis on a holistic approach to support clients and families of the Matawa communities.

RESPONSIBILITIES & DUTIES

Under the direction of the Travelling Community Health Manager, the Community Health Nurse (CHN) is responsible for providing comprehensive primary health care services (including but not limited to Infant and Child Health, Adolescent Health, Adult and Elder Care, Maternal Health, school health programs, chronic disease prevention and management, immunization programs, communicable disease surveillance and treatment) in accordance with the CNO and provincial standards, in order to: protect, prevent and reduce the incidence of communicable disease; promote a healthy life style and wellness; and decrease suffering to all community members. This role requires a strong understanding of Indigenous history, culture, and social determinants of health. The CHN will work collaboratively with the community, elders, and other health professionals to develop and deliver programs that are respectful and responsive to the unique needs of the Indigenous population.

Clinical and Program Delivery:

- Intake & Triage: Managing the comprehensive intake process for unattached patients and triaging appointments to optimize the NP's clinical schedule.
- Clinical Nursing Procedures & Assessments: Conducting routine clinical procedures and comprehensive assessments within the RN/RPN scope of practice to support efficient clinic flow. This includes well-baby checks, well-woman exams, cancer screening (including Pap tests and FIT coordination),

chronic disease management, medication reconciliation, phlebotomy, therapeutic injections, and other primary care procedures.

- Continuity of Care: Providing seamless medical follow-up on labs, specialist referrals, and provider directives when the visiting physician or NP is out of the community.
- Provide immunizations, communicable disease surveillance and control, and maternal and child health support.
- Assist other primary health care providers with client triage by gathering relevant information, identifying immediate concerns, and directing clients to the appropriate level of care within the PCN's scope of practice.
- Support client assessments by collecting health histories, completing screenings, obtaining vital signs, and documenting relevant clinical information.
- Conduct client follow-ups as directed, including reviewing care instructions, monitoring progress, supporting referrals, and identifying concerns requiring further assessment.
- Complete client intake processes by gathering and documenting accurate demographic, medical, and social information while maintaining privacy and confidentiality.
- Deliver health education workshops and programs on topics such as chronic disease management, nutrition, mental health, sexual health, and substance use.
- Conduct home visits as needed to provide health education and support to individuals and families.
- Collaborate with other healthcare providers and social services to ensure continuity of care for community members.

<u>Community Health Assessment:</u>

- Conduct community health assessments to identify health needs, gaps in services, and community strengths.
- Utilize data and community input to develop and implement culturally appropriate health promotion and disease prevention strategies.
- Work with community leaders and members to ensure health programs are relevant and well-received.

<u>Cultural Competency and Collaboration:</u>

- Maintain and demonstrate a high level of cultural humility and respect for Indigenous traditions, beliefs, and practices.
- Incorporate traditional healing and wellness practices into health programming where appropriate and with the guidance of elders and knowledge keepers.

- Build strong relationships with community members, leaders, and elders to foster trust and facilitate program success.
- Act as a liaison between the community and external health agencies, advocating for the community's health needs.

Administrative and Professional Duties:

- Maintain accurate and confidential client records in accordance with professional standards and organizational policies.
- Adhere to all relevant legislation, professional standards, and organizational policies and procedures.

Other Responsibilities

- Acts as a resource person to communities, groups, individuals and peers.
- Facilitates community development and community mobilization.
- Identifies local health issues and population-based needs in health planning.
- Maintains competence relevant to current practice and trends in the field of public health by participating in continuing education opportunities.
- Providing screening clinics and prioritized health education and promotion sessions to individuals, and community groups.
- Assist in the delivery of public health services in group or individual settings, such as, in home and/or designated community sites, health care facility, and the community hall/centre.
- Developing and maintaining positive relationships with individuals, families, the First Nation staff (CHR, FSW, HPW, PSW, etc.), FNIHB nursing staff, Leaders of the community and clarifying Matawa Health Services policies and professional requirements when required.
- Supporting the First Nations in development of safe efficient health facilities/operations.
- Completing and submitting weekly, monthly, quarterly and annual statistics, correspondence and reports; preparing and submitting immunization statistical data to FNIHIS and Thunder Bay District Health Unit (TBDHU).
- Completing all communicable disease reports and ensuring all data is submitted to the CD Nurse at FNIHB and Clinical Supervisor.
- Participating in professional meetings, conferences, seminars, and reviewing professional literature for community development.
- Meeting and planning with the community health team at the Matawa Health Co-operative.
- Participating in the development and evaluation of policies and procedures when required.

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.
- 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.

Accountability

Primary Care Nurse is accountable for:

- Following the Medical Directives set out by Matawa Health Co-operative and FNIHB.
- Following all policies and procedures set out by MHC, FNIHB and the Ministry.
- Maintaining relevant knowledge, skills and leadership competence through continuing education.
- To the professional governing bodies including College of Nurses of Ontario and Registered Nursing Association of Ontario.

KNOWLEDGE, SKILLS, AND REQUIREMENTS

Education and Experience

- Bachelor's degree in nursing; or minimum three-year nursing diploma will be accepted.
- Current Certificate of Competence from the College of Nurses in Ontario.
- Minimum of 2 years of related nursing work experience.
- 2 or more years experience in working with First Nation communities and/or equivalent organization is considered an asset.

Skills and Abilities

- Excellent leadership, organizational and communication and problem-solving skills.
- Expertise in developing and maintaining excellent working relationships with all members of the health care team and partner organizations.
- Ability to work in a collaboration practice model.
- Strong health assessment/clinical skills.
- Capacity to adapt quickly to a dynamic work environment.
- High degree of accuracy and attention to detail.
- Electronic documentation of health records.
- Knowledge of various computer systems and applications (ie. Microsoft Office, etc.).
- Ability to speak Oji-Cree or Ojibway an asset.
- Broad knowledge of the services provided Matawa First Nations and member First Nations. They must be familiar with the politics and health related trends in the area and able to translate that familiarity into social action to benefit the local health programs.

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.
- Must have a valid Basic Life Support (BLS) and Standard First Aid Certificate.
- Ability to satisfactorily pass a Tuberculin (TB) Skin Test.
- Must provide evidence of registration with the appropriate regulatory bodies (CNO & RNAO).
- Must possess a valid drivers' license 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 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.

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 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.