MATAWA HEALTH
CO-OPERATIVE

Job Description

Certified Diabetes Educator (Registered Nurse)

QA# MHC-JOB 133 **Dept**: Matawa Health Co-operative **Date**: April 13, 2026, **Approved By**: ED

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 Certified Diabetes Educator (Registered Nurse) is responsible for providing comprehensive diabetes education, clinical support, and chronic disease management services to clients, families, and communities across the Matawa First Nations. Working under the direction of the Clinic Manager and guided by Diabetes Canada Clinical Practice Guidelines, this role promotes prevention, early intervention, and effective management of diabetes through culturally safe, holistic, and client-centred care.

RESPONSIBILITIES

The Certified Diabetes Educator (Registered Nurse) plays a key role in supporting the prevention and management of diabetes within Matawa First Nations communities. This position is responsible for delivering education, clinical assessments, care planning, and ongoing support for individuals living with diabetes or at risk of developing the condition. The CDE works collaboratively with an interprofessional team to improve health outcomes and promote wellness through culturally appropriate, community-based care.

Clinical Care & Diabetes Education

- Provide comprehensive diabetes education including disease process, medication management, nutrition, lifestyle modification, foot care, and complication prevention.
- Develop and implement individualized and group-based diabetes education programs for clients, families, and community members.
- Support clients in self-management strategies including blood glucose monitoring and interpretation.
- Conduct ongoing assessments, care planning, implementation, and evaluation of diabetes treatment plans.
- Provide guidance on insulin and non-insulin medication management in collaboration with the healthcare team.

- Document all assessments, interventions, care plans, and progress notes in accordance with clinical standards.
- Promote prevention strategies and early identification of diabetes-related complications.

Care Coordination & Interdisciplinary Collaboration

- Collaborate with clients, families, and interdisciplinary healthcare teams to develop and adjust care plans.
- Provide clinical consultation and education support to health staff across Matawa communities.
- Coordinate and participate in screening clinics and health education sessions in First Nations communities.
- Work collaboratively with physicians, nurses, and external health service providers to support continuity of care.
- Identify gaps in diabetes services and contribute to improvement strategies.

Community-Based Service Delivery

- Deliver services through in-person visits, community outreach, group education sessions, telephone, and telemedicine (OTN).
- Build strong relationships with community members and support culturally safe, holistic approaches to care.
- Support health promotion initiatives that reflect community priorities and needs.

Reporting & Program Support

- Prepare and submit monthly, quarterly, and annual reports, statistics, and documentation as required.
- Participate in program planning, evaluation, and quality improvement initiatives.
- Contribute to development of policies and procedures related to diabetes care services.
- Support safe handling and management of medical supplies and equipment.

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

- Bachelor of Science in Nursing (BScN) required; or equivalent nursing diploma with current registration as a Registered Nurse (RN) in good standing with the College of Nurses of Ontario (CNO).
- Certified Diabetes Educator (CDE) designation or willingness to obtain.
- Minimum 3 years of nursing experience.
- Minimum 2 years of experience working with First Nations communities or equivalent setting (asset).
- Advanced or diabetic foot care certification considered an asset.

Skills & Abilities

- Strong clinical assessment and chronic disease management skills.
- Knowledge of diabetes pathophysiology, complications, and treatment approaches.
- Ability to develop, implement, and evaluate health education programs.
- Strong interpersonal and communication skills with ability to build rapport with clients and families.
- Ability to work collaboratively within an interprofessional team model.
- Proficiency with electronic medical records and Microsoft Office applications.
- Ability to adapt to a dynamic, community-based work environment.
- Ability to speak Oji-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.

- This role provides services in a clinical environment and within Indigenous communities and includes direct contact with vulnerable individuals (including minors and elders).

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.