MATAWA HEALTH
CO-OPERATIVE

Job Description

Clinical Nurse – Registered Practical Nurse

QA# MHC-JOB 117 **Dept**: Matawa Health Co-operative **Date**: January 12, 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 Clinical Nurse – Registered Practical Nurse (RPN) plays a key role within MHC's Inter-Professional Primary Care Health Team by providing safe, competent, and culturally responsive primary health care services to individuals, families, and communities within the Matawa First Nations Tribal Area. This position is grounded in a community development philosophy, primary care model, and inter-disciplinary practice, with a strong emphasis on collaboration, cultural humility, and partnership-building.

RESPONSIBILITIES

The Clinical Nurse – Registered Practical Nurse (RPN) is responsible for delivering comprehensive nursing services that support health promotion, disease prevention, and continuity of care, while upholding the standards of practice set out by the College of Nurses of Ontario.

Clinical Care & Nursing Practice

- Provide primary health care services to clients within the Matawa First Nations Tribal Area in accordance with the College of Nurses of Ontario standards and MHC policies.
- Conduct nursing assessments, contribute to diagnoses within scope of practice, develop care plans, implement interventions, and evaluate client outcomes.
- Provide telephone triage, follow-up care, and client navigation to support timely and appropriate access to services.
- Support physicians, nurse practitioners, and other providers during clinical procedures as required.
- Perform basic laboratory and phlebotomy procedures and provide treatment services, including but not limited to urine testing, glucometer readings, wound care, dressings, injections, immunizations, and allergy treatments.
- Provide client screening, health teaching, and education focused on wellness, chronic disease management, and preventive care within scope of practice.

Community Health & Harm Reduction

- Distribute, assemble, and maintain harm reduction supplies and kits; provide education on safe use, tracking, and proper disposal of supplies.
- Promote culturally safe, trauma-informed, and strengths-based approaches to care in all interactions with clients and communities.

Quality, Safety & Collaboration

- Ensure infection prevention and control practices, occupational health, and safety standards are consistently followed.
- Participate in chart reviews, case conferences, and inter-disciplinary team meetings to support coordinated and high-quality care.
- Contribute to quality improvement initiatives, data collection, and evaluation activities to enhance service delivery.

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

- Registered Practical Nurse (RPN) in good standing with the College of Nurses of Ontario.
- Minimum of two (2) years of experience in a community, primary care, family practice, or clinical nursing role preferred; new graduates are encouraged to apply.

- Experience in program development, implementation, monitoring, and evaluation is an asset.
- Certification or experience in basic and/or advanced foot care is an asset.
- Proficiency in electronic medical records and relevant computer applications.
- Demonstrated ability to practice within a primary care and inter-disciplinary team model.
- Strong understanding of infection control, occupational health, and safety practices.
- Ability to speak Oji-Cree or Cree is an asset.
- Experience working with First Nations organizations or communities is a strong asset.

Skills & Abilities

- High level of integrity, accountability, and professionalism.
- Strong time-management skills with the ability to meet deadlines.
- Commitment to continuous improvement and capacity building.
- Respect for and understanding of First Nations culture, traditions, and approaches to health and wellness.

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 _____ 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.