EMPLOYMENT OPPORTUNITY

Position: Human Resources Officer

Background:

Incorporated in 2017, the Matawa Health Co-operative (MHC) is a Matawa First Nation owned and controlled health co-operative that provides health care services to enhance existing health services and support the long-term health and well-being of members within the nine Matawa First Nations. Overseen by the Board of Directors, MHC is community-driven, with services tailored to the needs of individual communities. It is the first co-operative of its kind in Canada.

MHC works to incorporate traditional healing and medicines in addressing the wholistic health needs of the Matawa First Nations, with priorities that include mental health and addictions, diabetes and chronic diseases.

MHC is accepting applications for the position of **Human Resources Officer.**

Position Summary:

The Human Resources Officer supports the delivery of effective and consistent human resources services across MHC. Working jointly with the other MHC Human Resources Officer and collaboratively with MHC leadership and team members, this position provides general HR support in areas including recruitment, application processing, interview coordination, reference checks, onboarding and orientation, employee departures, records management, and administration.

In addition to general HR responsibilities, this Human Resources Officer will take a lead role in workplace health and safety and staff policy education. This includes coordinating health and safety activities, supporting staff training and learning initiatives, presenting policy and workplace updates at all-staff meetings, and promoting employee awareness and understanding of MHC policies and procedures.

For additional information, please view the job description at the Matawa website:
www.matawa.on.ca

(or at: http://www.matawa.on.ca/recruitment/career-opportunities/)

Benefits of working for the Matawa Health Co-operative:

- Optional flexible schedule to support work-life balance.
- HOOPP pension plan available to all employees.
- Canada Life benefit plan that includes dental, healthcare and vision care.
- Employee and Family Assistance Program (EFAP) available to all employees.
- Competitive salaries and paid vacation time.
- Making a difference for Matawa communities.

Location:	Thunder Bay, Ontario
Salary:	$60,000 - $69,500 annually
Term:	Full-time
How to Apply:	Please send your cover letter and resume to: Matawa Health Co-operative RE: Human Resources Officer 523 Algoma Street North Thunder Bay, ON P7A 5C2 Fax: (807) 346-2371 Email: careers@matawa.on.ca
Closing Date:	Friday, November 27, 2026 by 4:30pm

We thank all applicants for their interest in working with the Matawa Health Co-operative, however only those selected for an interview will be contacted.