

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Fin. Code
	Manager, Maternal/Newborn Health Services	Director, Health & Social Programs	
Department	Division/Region	Community	Location
Health & Social Services	Kitikmeot	Cambridge Bay	Maternal/Newborn Health Services

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>Reporting to the Director of Kitikmeot Health Center, this position provides three (3) main functions:</p> <ul style="list-style-type: none"> • effective leadership in the delivery of the Maternal/Newborn Health Services; • supervision of midwives and other members of the Maternal/Newborn Health Services Team in the region; and • education and support to midwives, maternity care workers and community health nurses providing pre/post natal care to women in the Kitikmeot Region. <p>The Maternal/Newborn Health Services holds a priority status within the Region and the Department's strategic direction and is consistent with the Article 23 of the NLCA and the department's Closer To Home Initiative.</p> <p>This position ensures the provision of professional community midwifery care to clients in accordance with established standards of midwifery practice and the philosophy and objectives of the Department of Health & Social Services.</p> <p>This position is responsible for the orientation, training and evaluation of employees within the Maternal/Newborn Health Services to ensure that a high standard of care is delivered. This position demands involvement with clients from pre-conception to eight weeks post partum.</p> <p>This position is responsible in conjunction with the Nunavut Arctic College Maternity Care Worker/Midwife Program instructor for providing direct supervision of maternity care worker/midwife students at various levels of training and experience.</p> <p>This position ensures that women and their families in the Kitikmeot Region have access to continuity of care and the choice of birth place.</p> <p>This is a senior position within the Maternal/Newborn Health Services in the region.</p>

3. SCOPE

<p>Describe in what way the position contributes to and impacts on the organization.</p>

This position is critical to the effective and ongoing delivery of the Maternal/Newborn Health Services in the Kitikmeot Region. This position oversees service delivery and personnel in community birthing centers in conjunction with the community birthing center supervisor. The incumbent has the responsibility to ensure that a high standard of care is maintained and delivered through her ongoing appraisal of standards and guidelines and the adherence to same. The incumbent must work independently in assigning and completing tasks related to her position as regional manager. Has latitude and is required to deal independently. The incumbent works with the maternal/newborn health services coordinator, program instructor, midwives, maternity care workers, community health nurses and public health representatives in the region, to ensure the continuity of the provision of midwifery services. The incumbent will travel on occasion to outlying communities to establish effective relationships to promote and enhance the referral process and to offer education and support. The incumbent coordinates the day-to-day the activities of the Maternal/Newborn Health Service.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.

Manages the delivery and maintenance of a comprehensive maternal/newborn health services program by:

- analysing statistics to evaluate maternal/newborn health services
- monitoring demand for and uses of programs/services provided
- consulting with individuals/groups and compiling data to perform periodic needs assessments to establish program priorities
- enabling community members to identify needs, accept ownership and take action for resolution of health issues/concerns in relation to pregnancy and childbirth
- establishing and coordinating maternity care services referral process with outlying communities
- participating in inter-agency meetings to plan, implement and evaluate joint projects related to health
- preparing proposals and secure funding for various programmes as the need arises
- developing and recommending the annual measurable objectives and work plans
- liaising developing and maintaining cooperative and effective relationships with physicians, other agencies, administration, native organizations and the community

Directs, provides and maintains the provision of maternal/newborn health services by;

- performing functions according to the Department of Health and Social Services policies, procedures and guidelines established for Maternal Newborn Health Services
- working with the prenatal committee to determine client management and suitability for labour and delivery at the birthing center
- initiating and conducting individual/family case conferences with nursing/medical/midwifery staff and or other health care workers when appropriate
- making decisions regarding client management and facilitating referral in consultation with other health care professionals
- maintaining a thorough and sound working knowledge of current midwifery practices, skills and knowledge
- providing midwifery coverage as per schedule

- conducting regular staff meetings to disseminate information, interpret policies,
- standardising procedures, planning programs and encouraging a team approach
- implementing and monitoring adherence to approved policies, procedures and guidelines by all staff
- interviewing, selecting, orienting, scheduling work time, approving overtime, assigning workloads, and evaluating performance
- assisting community health nurses with issues regarding gynaecology, family planning and procedures
- maintaining confidentiality of all work and client related information

Participates in the Department's management by:

monitoring and reporting upon issues designed to assist in the development and maintenance of the Maternal/Newborn Health Services.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance

Registration with a Canadian College of Midwives or recognized midwifery governing body

OR

Graduate from a Prior Learning, Education and Assessment Programme (PLEA) or equivalent in province/territory with existing midwifery legislation and registerable with a Canadian College of Midwives CPR, NRP, ESW re-certification as per registration requirement

STABLE Course or equivalent be attended on a yearly basis

A minimum of five (5) years of practicing midwifery after full registration is required

Minimum 1 year supervisory experience required

Knowledge of and ability to perform advanced midwifery and emergency skills

Ability to teach/communicate effectively on an individual or group basis

Ability to plan, coordinate, implement and evaluate comprehensive midwifery services appropriate to northern communities

Ability to work effectively in a cross cultural setting

Ability to maintain a high degree of confidentiality

Supervisory skills to ensure the provision of quality midwifery care and efficient and effective delivery of same

Excellent organizational and time management skills

Excellent counseling skills

Excellent written and oral communication skills

Excellent interpersonal and conflict resolution skills

Crisis intervention skills

Assessment and case planning skills

Experience of midwifery in remote areas and cross cultural work settings would be a distinct advantage

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.

The incumbent is expected to perform their duties with minimal supervision and is expected to be highly self motivated

To deliver and maintain the Maternal/Newborn Health Services is an enormous responsibility and will be stressful, situational demands will increase the stress level and the incumbent must ensure he/she is operating professionally and within policy and legislative guidelines at all times. The incumbent must be able to interact, listen and communicate on a professional level to avoid interpersonal conflicts.

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue.

There are occasional requirements for carrying a variety of equipment and materials. There is a requirement for an on call schedule and it could be emotionally and physically challenging.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements.

Exposure to blood and body fluids – risk can be minimized through use of universal precautions
 Exposure to animal attacks while on home visits
 Exposure to emotionally difficult or potentially violent situations at clinic or on home visits
 Exposure to clients with contagious conditions - risk can be minimized by maintaining immunization status and using infection control measures
 Exposure to hazardous substances – risk can be minimized with application of WHMIS knowledge
 Occasional travel

Sensory Demands

Indicate the nature of demands on the jobholder's senses to make judgements through touch, smell, sight and hearing, and judge speed and accuracy.

The need to act and react rapidly, in a focused and well-informed manner is mandatory in this position. The incumbent spends a significant amount of time consulting to determine needs and input, this requires excellent communication and facilitation skills and the ability to be open to innovative ideas. The incumbent spends time writing, reviewing materials and conducting research which can result in eyestrain and other physical discomforts.

Mental Demands

Indicate conditions that may lead to mental or emotional fatigue.

The incumbent is exposed to tight deadlines and a heavy workload, with competing priorities and demands.
 Dealing with various clients requires creativity, tact and diplomacy.
 The incumbent is expected to work irregular and long hours and to work on weekends all of which can often place a high degree of stress on the incumbent's personal life.
 The incumbent will manage programs that often face public scrutiny.