



Opaskwayak Health Authority Position Description

Identifying Information

Position Title:	Midwife
Reports To:	To be determined
Program	Maternal Child Health
Department:	Home and Community Care
Date:	28-May-2020

Job Summary

The Midwife is an autonomous practitioner within the Maternal Child Health program; provides maternity care to women in a variety of settings including client homes, community clinics & hospital; is the primary care provider to women during the childbearing year; provides woman & newborn care in accordance with the Midwifery model of practice & Standards of the College of Midwives of Manitoba until 6 weeks postpartum; ensures continuity of care access beyond the childbearing year by referring to appropriate health & community services; works collaboratively with inter-disciplinary health care team members; provides care within priority populations including women, women not currently receiving adequate perinatal health care & socio-economically high-risk clients; follows OHA policies & procedures & may assist with other duties within the scope of the department.

Key Responsibilities

Client Care Coordination & Case Management
<ul style="list-style-type: none"> • Acts as an advocate for midwifery clients & families • Effectively uses community resources • Participates in case conferences & team meetings as a member of the multi-disciplinary team • Participates in dialogue with other obstetrical care providers to provide comprehensive, seamless care delivery • Provides appropriate referrals to ensure continuity of care & access to hospital & community based health & family services • Works as a navigator on behalf of clients & family to ensure access & to provide appropriate links to services as required
Client Centered Care
<ul style="list-style-type: none"> • Maintains accuracy & thoroughly documents in client health record in accordance with organization, provincial & health region standards • Encourages client participation in perinatal care • Provides 24 hour per day on-call coverage within a group practice; provides 2nd attendant services for other midwives (as required); provides back up services for other midwives (as required) • Provides client education to ensure informed choice; provides community education & outreach to clients identified as priorities for midwifery care • Provides pre, intra & postnatal continuity of care for midwifery clients (as defined in the Midwifery Regulation - 4 prenatal visits, labour & delivery, newborn examination & at least 1 postnatal visit) • Provides prenatal, intrapartum, postnatal & well-baby care that includes comprehensive assessment of health status & development of individualized plan of perinatal care • Provides public & continuing education sessions on topics such as midwifery care, contraception, pregnancy, birthing & infant feeding when the need is identified • Provides supplementary client services including prenatal education, preconception education & support, well woman care, breastfeeding education & support
Program Support & Administration
<ul style="list-style-type: none"> • Actively participates in meetings, committees & projects (ie. team, program, community, regional); participates in activities to advance midwifery services & enhance primary health care for women & families • Advocates on behalf of OHA as a whole; promotes the mission, values & goals of OHA • Orientates as new program staff & provides training as required

- Contributes to a culture of client safety; commits to client safety as a key professional value & essential component of daily practice; integrates client safety practices into daily activities; understands client safety practices that reduce the risk of adverse events (infection control, injury prevention, safe administration of medication & risk awareness); recognizes, responds & reports adverse events
- Demonstrates ability to accept & adjust to change; assumes responsibility for actions; participates in continuous quality improvement process, surveys, & committee activities; appears professionally as described in dress code policy; exhibits confidence & initiative in the work environment; adheres to all
- Ensures & promotes effective communication within the department & organization; communicates & consults with identified midwifery team members; communicates with department / team staff, individually & as a group to promote efficient functioning & high morale; communicates with other managers to achieve efficient functioning of all services; liaises with external partners & agencies as required
- Ensures administrative responsibility & accountability; provides supervision, mentorship, orientation, observational & teaching opportunities to students ensuring program goals & objectives are met
- Identifies & collects performance & quality improvement data; initiates corrective actions; participates in evaluation, audit & accreditation processes & assists in evaluation of midwifery services
- Maintains confidentiality in accordance with the Personal Health Information Act (PHIA), Freedom of Information & Privacy Protection Act (FIPPA), OHA policies & any other applicable legislation
- Maintains productivity standards & practices effective time management & prioritization of work; completes administrative functions & documentation (ie. time sheets, annual leave requests, occurrence reports, complaint reports, expense reports & statistical data) in a timely manner
- Maintains professional responsibility & accountability; accountable for quality of practice & practice group; recognizes personal attitudes, beliefs, feelings & values about health in interactions with clients & families; applies comprehensive understanding of the scope of midwifery practice; consults & refers appropriately when client situation / needs fall outside scope of practice; maintains & applies current & evidence-based knowledge when providing midwifery services; demonstrates ability to reflect on personal & team practice through systematic evaluation of professional competencies, acceptability, quality, efficiency & effectiveness of practice; practices in accordance with relevant legislation (ie. Midwifery Act, Child & Family Services Act, Personal Health Information Act, etc.); follows standards set by the College of Midwives of Manitoba
- Participates in planning & development of midwifery policies, procedures, practice protocols & operations; participates in development & review of policies & procedures relating to midwifery practice; adheres to policies & procedures at each work site
- Seeks professional development opportunities consistent with midwifery practice including new & emerging issues, changing needs of client populations, & current research; develops & implements an individualized plan for professional growth & development including participation in professional organizations & activities, workshops, seminars & staff development programs
- Promotes safety & health in the workplace; understands & follows legislation & workplace safety & health requirements; follows safe work practices; uses appropriate safety devices; reports unsafe acts & workplace hazards; co-operates with workplace safety & health committee & others on safety & health issues
- Provides supervision to other midwives requiring additional experience in midwifery practice
- Recognizes & pursues self-development opportunities; maintains & updates professional skills, certification(s), management skills & knowledge through continuing education programs, literature / journal review, publications & conferences; maintains knowledge of new developments through interest groups, lectures & committee work

Education & Training

Education	<ul style="list-style-type: none"> • Graduate of an educational program approved by the College of Midwives of Manitoba (required) • Current College of Midwives of Manitoba registration (required)
Training	<ul style="list-style-type: none"> • Basic Life Support (BLS) certification (required) • Neonatal Resuscitation Program (NRP) certification with intubation (required)
Licenses &	<ul style="list-style-type: none"> • Valid Manitoba Class 5 driver's license (required)

Certificates	<ul style="list-style-type: none"> • Daily access to personal vehicle (required) • Willingness to travel year round (required)
Other	<ul style="list-style-type: none"> • Current membership with National Aboriginal Council of Midwives (preferred)

Knowledge, Skills & Abilities

Knowledge	<ul style="list-style-type: none"> • Commitment to maintaining clinical competence Current knowledge, methods & techniques in midwifery practice to enhance quality of care • Internet • Knowledge & familiarity with indigenous cultures • Knowledge of mental health promotion & chronic disease management • Knowledge of MS Office programs (Microsoft Word, Excel, Outlook) • Understanding of principles of statistics collection & research projects & the role they play in identifying Best Practices
Skills	<ul style="list-style-type: none"> • Demonstrated skills in clinical assessment, planning, implementing & evaluating mental health & wellness services
Abilities	<ul style="list-style-type: none"> • Ability to respect & promote First Nations culture (required) • Ability to respect & promote confidentiality (required) • Ability to understand & follow verbal & written communication (required) • Ability to work flexible hours scheduled according to client's needs (required) • Ability to work independently & in a team environment (required) • Ability to speak Cree (asset)

Experience

Experience	<ul style="list-style-type: none"> • 2 years of experience (required)
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Employment Checks

Employment Checks	<ul style="list-style-type: none"> • Criminal record check (required) • Child abuse registry check (required) • Vulnerable sector check (required)
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Organizational Competencies

Client Focus	<ul style="list-style-type: none"> • Applies customer service guidelines that are appropriate for the situation • Creates, develops & nurtures culturally appropriate interactions & connections with team members / clients / families / co-workers / service delivery partners / community members • Develops & maintains successful working relationships with team members / clients / families / co-workers / service delivery partners / community members • Identifies & embraces opportunities to provide helpful information to clients & families • Provides exceptional client service & ensures that clients / families perceive that that all staff are invested in attending to their needs • Understands & is sensitive to culturally diverse customs & traditions impacting health care of clients / family • Works with team members to ensure efficient & effective flow of clients through the department
Teamwork	<ul style="list-style-type: none"> • Attends staff meetings, training sessions, planning / problem solving sessions, huddles, check-in, etc., recognizing that active participation increases quality of client-focused service delivery • Develops & maintains interpersonal relationship in order to be a fully effective & fully participating team member in a care delivery model that focuses on team building • Mentors new / same position staff in other teams • Participates in committees within the department • Participates in fulfilling the mission, vision, values, goals & objectives of the organization

<ul style="list-style-type: none"> • Serves as a resource to other administrative teams • Supports & participates as an active team member • Works collaboratively with team members / clients / families / co-workers / service delivery partners / community members • Works effectively in a multi-disciplinary team environment
Communication
<ul style="list-style-type: none"> • Attends & participate in daily huddles & check-ins as an key component of quality & safety in client care • Communicates issues & concerns promptly to supervisor • Communicates with team members to support & facilitate high quality & safety focused client care • Ensures that verbal & written communication is clear, concise & understood by the listener; asks for feedback • Liaises with internal & external service delivery partners • Practices professional & effective written, oral & interpersonal skills
Quality of Service Delivery
<ul style="list-style-type: none"> • Applies knowledge / complies with policies, procedures, best practice guidelines & applicable legislation • Complies with quality, safety & infection control standards • Maintains a clean & orderly work environment • Meets or exceeds attendance standards in order to support team performance • Practices continuous quality improvement to program & service delivery, process & organizational effectiveness • Reports defective or missing equipment & safety hazards • Understands key concepts including same day access, primary care provider continuity, empanelment & integrated care
Quality of Performance
<ul style="list-style-type: none"> • Ability to perform job with minimal supervision • Arrives at work & starts on-time in order to support of client-focused care delivery • Develops & monitors a system for tracking / monitoring / managing tasks / actions items / projects • Effectively prioritizes needs, problem solves & makes decisions to the level required by the position • Efficiently & effectively manages multiple tasks / responsibilities • Maintains & develops a high level of computer skills in order to effectively & efficiently access multiple programs that support high quality client service delivery • Maintains professionalism at all times, practices conflict resolution skills with clients & staff • Seeks out & participates in learning opportunities in order to develop practical / technical / professional skills required by the position • Takes responsibility for all work activities & personal actions by following through on commitments

Cultural Competencies

Seven Sacred Teachings	Humility • tapaténimōwin • To accept yourself as a sacred part of creation is to know humility <ul style="list-style-type: none"> • Learn not to be arrogant • Do not think too highly of yourself • Do not want for yourself
	Honesty • tapwéyatisiwin • To walk through life with integrity is to know honesty <ul style="list-style-type: none"> • Be truthful & trustworthy • Use straightforward & appropriate communication • Be honest with yourself as well as with others
	Respect • kistenítamowin • To honour all creation is to have respect <ul style="list-style-type: none"> • Show regard for the values of people & things through appreciation • Don't hurt anything or anyone on the outside or inside • Never take more than you need & always give away that which you do not use

	<ul style="list-style-type: none"> Learn respect & learn balance
	<p>Courage • sōkétahawin • To face life with courage is to know bravery; the personal strength to face difficulties & challenges</p> <ul style="list-style-type: none"> Have courage Make positive choices Stand up for your convictions
	<p>Wisdom • nipwakéwin • To cherish knowledge is to know wisdom</p> <ul style="list-style-type: none"> To live your life based on your unique gifts is to live wisely Do not live based on what you wish you were Live on what you are
	<p>Truth • tapwéwin • To know these things is to know truth</p> <ul style="list-style-type: none"> Be sincere in action, character & what you say Pray, every day Ask for yourself when there is no recourse And give thanks, always
	<p>Love • sakítowin • To know love is to know peace</p> <ul style="list-style-type: none"> You must understand & live the other six teachings before you can know love Attachment is based upon devotion, admiration, tenderness, unselfishness, loyalty & concern To love yourself is to live in harmony with all creation

Supervisory Responsibilities

This position provides supervision to the following position(s):

- No supervisory responsibilities

Working Conditions

Mental Demands	<ul style="list-style-type: none"> Frequent interruptions that are disruptive Frequent conflicting work priorities Frequent lack of control over work Occasional changes in the workplace - staff, budgets, etc. Occasionally encounter difficult interpersonal relationships & / or inability to make changes May require working by yourself for long periods of time
Physical Demands	<ul style="list-style-type: none"> Comfortable office environment Ability to lift, push & pull up to 10 lbs.
Work Context	<ul style="list-style-type: none"> Frequent changes in the workplace - staff, budgets, etc. Frequent meeting cancellations & / or interruptions Occasional inability to control your own workflow Occasional unpredictable deadlines Occasionally required to work overtime Occasional interruptions that are disruptive to getting work done Occasional changes in policy / process Occasional conflicting & hard to change work priorities Occasional heavy personal workload that makes it difficult to finish tasks

Approvals (required for new job descriptions only)

I certify that this is an accurate description of the responsibilities required of the position & that it forms the basis for the position classification level & the performance appraisal related to this position.

Human Resource Manager

Date

Program Manager / Title

Date

Executive Director

Date

Employee Signature (required upon acceptance of job offer)

I have read the foregoing & understand it is a description of the duties assigned to my position.

Signature of Employee

Date