



## Midwifery Program Assistant Casual, No guarantee of Hours

### JOB SUMMARY:

The Midwifery Program Assistant provides clinic support, records management, client registration and administrative support to Clinic Services.

The midwives provide prenatal, intrapartum and postpartum care as well as some well woman care including abortion referrals. Working in the midwifery clinic, the Midwifery Program Assistant is often the first point of contact with clients who are newly pregnant and in an integral member of the midwifery team. The Midwifery Program Assistant will assist in the evaluation and improvement of work flow.

### JOB QUALIFICATIONS:

- The responsibility of this position requires the incumbent to have good interpersonal, time management and communication skills to be able to prioritize simultaneous work assignments in an environment where situations change rapidly.
- Knowledge of the midwifery model of care
- Sensitive to and comfortable with working with clients choosing the full range of pregnancy options including parenting, adoption and abortion and facilitating choice
- Sensitive to geographical/cultural needs of the regions and understand how community and culture impact on the delivery of the health care team.
- Ability to handle multiple tasks, meet deadlines while displaying a calm and appropriate manner
- Ability to remain organized and pay attention to detail in order to administer the multitude of activities to ensure clients are served in a respectful, confidential and timely manner, under the stressful day to day operations of the midwifery department
- Knowledge and ability of general office procedure and familiarity with electronic equipment.
- Ability to learn to accurately and efficiently perform clinic support services such as pregnancy testing
- Knowledge of confidentiality protocols and demonstrated ability to apply such
- An understanding of records management with knowledge of medical records and ability to learn and use an electronic medical record system
- Computer literate with an ability to use and/or learn a variety of software programs within a fast paced computerized environment.
- Ability to prioritize
- Ability to accept and account for payments accurately
- Ability to comprehend and follow direction both in writing and verbally
- Ability to independently problem solve and implement a solution within the scope of their responsibility
- Proven knowledge of medical terminology

The level of knowledge most commonly preferred is three years clinical experience in a medical or health care setting. Knowledge in medical terminology plus basic computer skills is required. CPR and/or First Aid training is desirable.

<b>Salary:</b>	<b>\$30.60 to 39.65 per hour (Range 8)</b>
<b>Status:</b>	<b>Casual, No guarantee of Hours</b>
<b>Competition #:</b>	<b>025-22</b>
<b>Closing Date:</b>	<b>Open</b>

In addition to an attractive salary, we offer a Northern Allowance of \$2.60 per hour up to a maximum of \$5,282 per year. All job offers are subject to references, a satisfactory Criminal Records Check and an Employee Health Risk Assessment. Only those candidates selected for an interview will be contacted. HRHSSA has a COVID-19 vaccination policy. The successful applicant must provide proof of vaccination.

**Interested applicants may submit a resume or application, quoting competition number to:**

**Human Resources  
Hay River Health & Social Services Authority  
37911 Mackenzie Highway  
Hay River, NT X0E 0R6  
Fax: (867) 874-7133  
hrhssa\_competitions@gov.nt.ca**