

Director, Insurance & Risk Management (0.4 FTE)

Applications received by Monday, February 24, 2020 at 12pm (noon) will receive full consideration, but the review process will continue until the position is filled.

Since 1986, the Alberta Association of Midwives (AAM) has been the professional body that serves a passionate community of midwives and the practice of midwifery in Alberta. Registered midwives deliver high-quality, safe, and cost-effective maternity care that aligns with the Canadian Model of Midwifery Care. Their services have been publicly funded since 2009. The AAM's mission is to promote the growth and sustainability of midwives and midwifery services. There are currently over 140 Alberta midwives attending almost 8% of births each year.

The AAM has an opening for a Director, Insurance & Risk Management reporting to the Chief Executive Officer (CEO). In this newly created role, you will be responsible for ensuring that the AAM's insurance and risk management strategic and operational objectives are met. You are passionate about exceptional care, committed to feminist ideals and enjoy working with other top performers. You prefer an entrepreneurial organization where variety is a way of life and no-one takes themselves too seriously. If this describes you and you are an energetic, self starter, you may be the person we are seeking.

Specific Responsibilities

- Manage AAM's Integrated Risk Management Program including the Risk Register, Risk Assessment Checklist and other initiatives
- Build organizational infrastructure by developing and documenting policies, processes and systems to support delivery of the Integrated Risk Management Program (including liability insurance)
- Prepare the insurance and risk management budgets in consultation with the AAM Leadership team to determine the allocation of human resources across operations
- Serve as the key contact on insurance and risk management matters for members and external stakeholders including HIROC (liability insurance provider), Alberta Health Services, the College of Midwives of Alberta, Canadian Association of Midwives and other provincial midwifery associations; represent the AAM on external groups relating to insurance and risk management
- Brief the CEO and report to the Board on an ongoing basis, identify strategic policy issues, prepare briefing notes on key and emerging issues, provide advice and recommendations
- Organize Insurance & Risk Management Committee meetings, assigned Working Groups and Task Forces by working with the Chair to develop the agenda, and produce and distribute minutes
- Work closely with the Privacy Officer to:
 - ensure compliance with legislated and policy requirements of the Health Information Act (HIA) and the Freedom of Information and Protection of Privacy Act (FOIP)
 - promote the continuous improvement of compliance with privacy legislation by managing education, training and communications initiatives
 - provide advice and consultation related to the HIA and FOIP, referring to the Privacy Officer as appropriate
 - oversee putting in place Information Management Agreements (individual midwives) and Privacy Impact Assessments (practices)

- Stay current with clinical and professional trends through reading of appropriate literature, monitoring emerging issues, attending conferences, etc.
- Assist in grant and proposal writing for insurance and risk management programming

General Responsibilities (all AAM staff)

- Maintains professional relationships with members and key stakeholders
- Demonstrates commitment to intersectional feminist ideals and a passion for the AAM's mission
- Participates effectively in a virtual team while ensuring achievement of team objectives
- Maintains a high level of integrity and dependability with a strong sense of urgency and results-orientation
- Such other duties as may be assigned from time to time

Qualifications and Experience

- Registered midwife (active, inactive, retired) with at least ten years of experience in midwifery
- Risk management background or equivalent experience and education (business, law, finance) considered an asset
- Strategic thinker who demonstrates a thorough understanding of:
 - clinical risk management within a maternity care context
 - integrated risk management in an organizational context (i.e. finance, human resources, privacy, technology, reputation)
- Strong analytical skills including critical thinking and being disciplined and just in identifying all aspects of a problem, why the problem exists and finding solutions
- Extensive leadership experience including management of professional staff
- Excellent interpersonal skills, including maturity, diplomacy and ability to create positive and professional relationships with members, colleagues and external stakeholders
- Able to manage multiple tasks, deadlines and demands with diplomacy and proficiency
- Excellent interpersonal, verbal and written communication skills
- Able to work in a fast paced, challenging environment both independently and as part of a team
- Exercise excellent judgment in setting priorities and interacting with members and stakeholders
- Experience in a professional association or non-profit considered an asset

This is a **0.4 FTE position**. There is an expectation that you will accommodate Board and Committee meeting schedules (i.e. being off call if you are a practicing midwife). The salary for AAM clinical positions is determined using a formula based on the equivalent FTE for a practicing midwife.

Applications received by Monday, February 24, 2020 at noon will receive full consideration, but the review process will continue until the position is filled. Please send a cover letter explaining why you would be a good fit for the role along with your resumé to leadership@alberta-midwives.ca.

The Alberta Association of Midwives is an equal opportunity employer. Selection will be made without regard to race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.