



COORDINATOR BIRTHING HOME (0345) CHISASIBI POLE PERMANENT FULL-TIME

DEPARTMENT:	Birthing Home – Chisasibi Pole (500550)
WORK LOCATION:	Chisasibi
MANAGEMENT LEVEL:	Intermediate Manager
STATUS:	1 Permanent Full-Time
SALARY:	Class 37: Min. \$73,955 – Max. \$96,141

DESCRIPTION

Reporting to the Director, Program Development and Support, the incumbent contributes to the development, implementation, coordination and administration of midwifery services at the Birthing Home Chisasibi-Pole in close collaboration with the Head of Midwifery Services. The incumbent ensures that the services and programs that are developed and implemented at the birth home incorporate the vision of a family environment/living environment such as a family home, and ensures its cultural security. Ensures the line management of staff non-midwives, material, financial and information resources for the Birthing Home. The incumbent serves as a coordination, liaison and administrative support point amongst concerned departments for the birthing home.

SPECIFIC FUNCTIONS

1. Ensures the responsibilities for operational level management for quality services at the birthing home:
 - Organizes, coordinates and administers the Birthing Home Chisasibi-Pole (BH-CP) in collaboration with the Head of Midwifery services;
 - Provides management support to the day-to-day operations of the Birthing Home to meet clients' needs;
 - Ensures the line management of administrative resources of the BH-CP through reception, human and financial resources administration, purchasing and procurement of equipment, sanitation, housekeeping, lodging of pregnant women and their escorting family members; operation and repair of the facilities and equipment, operation of energy, waste management, communications and information technologies systems, transportation systems, security systems, food services, etc.;
 - As a care unit coordinator, the incumbent ensures the clerical/operational tasks are performed to support client care;
 - Contributes to the leadership, planning, implementation and evaluation of Midwifery services;



- Collaborates in developing, organizing and coordinating the integration of professional norms, procedures, care protocols, and clinical tools into the Midwifery services, in that the Head of midwifery services has the final responsibility for the clinical practice, standards and quality supervision within the related multidisciplinary programs and services.
- 2. Contribute to the delivery of cultural safe midwifery services to the clientele from communities to be served.
- 3. Ensures good communication to support service coordination and collaborations around midwifery services.
- 4. Collaborates under the leadership of the head of midwifery services with Quebec Orders or Associations on the professional inspection process, as required.
- 5. Collaborates with all required departments (Material resources, Human resources, Finance, Information technologies, etc.) for projects related to Midwifery services.

REQUIREMENTS

Education

- Bachelor degree in a profession related to the health and social services sector.

Experience

- Three (3) years' experience in service/program planning, management or supervision that includes experience with Midwifery, Awash or Waapimaausun clientele;
- A certificate in management is an asset.

OR

- An equivalent combination of DEC in health and social services related field plus 6-year experience in service/program planning, management or supervision in a multidisciplinary team setting, may be considered.

Knowledge and Abilities

- Good knowledge of the MSSS and Quebec Public Health programs, laws, regulations, orientations and trends, especially for community health promotion and prevention;
- Good record in experience with mothers and children in community health care;
- Problem solving skills to contribute addressing challenges related to manpower, client transfer or resources provision, in order to maintain and improve accessibility and quality of services;
- Good knowledge of interdisciplinary team functioning;
- Ability to support program development, service implementation and promote the cultural safety of such;
- Good experience in operational planning, services organization and coordination;
- Good knowledge of budget planning and financial management; and human, material and information resources management;
- Ability to grasp the context and the health and social issues related to the Cree communities;
- Great ability to apply Eeyou/Eenou (Cree) culture, values, traditions and teachings into programs and service offering;
- Excellent critical thinking and organizational skills;
- Result-oriented, autonomous and flexible;
- Ability to multi-task effectively and to deal with pressure and deadlines;
- Leadership skills for a team player role and proven ability to maintain excellent professional relationships with colleagues, clients and partners;
- Excellent communication skills for written and oral presentations;
- Ability to be an inspiring role model for coworkers;



- Good abilities in computer applications for administrative, financial and statistical management.

LANGUAGE

- Fluent in English;
- Fluency in Cree or French is an asset.

OTHER

- Willing to travel;
- Includes on-call periods.

POSTING START/END DATE:	2021-04-16/2021-04-30
POSITIONS AVAILABLE:	1
HOUSING PROVIDED:	Yes
SHIFT TYPE:	Day
HOURS PER DAY/WEEK:	7/35

HOW TO APPLY

To apply, please forward your resume to:

Cree Board of Health & Social Services of James Bay

Tel 514-861-5955 **Fax** 514-989-7495

Email jobs.reg18@ssss.gouv.qc.ca

With your application, please make sure to specify the Posting # and the Job title on which you wish to apply.

**WE THANK ALL CANDIDATES WHO APPLY, HOWEVER ONLY THOSE SELECTED
FOR AN INTERVIEW WILL BE CONTACTED.**

NOTES

In accordance with various Sections of the James Bay and Northern Quebec Agreement (JBNQA), the organization has the objective of staffing all of its positions with qualified and competent beneficiaries of the JBNQA.

Please note that applicants registered in the Indigenous Succession Plan may be considered for this position if they have sufficient university educational credits to be eligible for the management activities associated with this position.