

### NACM Job Description

<b>Job title</b>	<b>Community Research Coordinator</b>
<b>Reports to</b>	Director, National Aboriginal Council of Midwives
<b>Created on</b>	August 2021

#### Background

The National Aboriginal Council of Midwives' (NACM) mission is to promote excellence in reproductive health care for First Nations, Inuit, and Métis communities. NACM advocates for the restoration of midwifery education, the provision of midwifery services, and choice of birthplace for all Indigenous communities consistent with the U.N. Declaration on the Rights of Indigenous Peoples.

#### Job Purpose

Indigenous women in Canada are at higher risk for adverse pregnancy and infant health outcomes and health disparities are largely attributed to inadequate access to perinatal healthcare. Community-based, Indigenous midwives who provide essential, clinically, and culturally supportive healthcare is a sustainable solution. Unlike federal evacuation policies that continue to transfer Indigenous women to urban hospitals for delivery at 36–38 weeks' gestational age, the goal of Indigenous midwifery is to return birth closer to home. This research aims to examine the costs and benefits of obstetric evacuation and Indigenous midwifery.

Through interdisciplinary, Indigenous, and mixed methods research, this research will examine the costs of obstetric evacuation and Indigenous midwifery delivered in rural, urban, and remote communities. A health outcomes analysis and Indigenous community engagement will provide additional information on best practices on how to support First Nation, Métis and Inuit mothers, infants and communities throughout their pregnancy, birth, postpartum and early months of parenthood.

NACM is seeking a Community Research Coordinator to assist in social sciences research and clinical data gathering and analysis through chart review, interviews, surveying, digital storytelling, and other social sciences research methods. The research coordinator may help prepare findings for publication and assist in quality control initiatives, and data management.

#### Duties and Responsibilities

- Prepare, manipulate, and manage databases.
- Conduct internet-based and library research reviews.
- Support and/or conduct chart reviews
- Assist with the preparation of project-related reporting, manuscripts, and presentations, including, the fulfillment of monthly reporting requirements.
- Perform needs assessments or consult with clients and community leaders to determine types of research information required.
- Prepare and edit any ethics applications and/or protocols required for research documentation.
- Prepare information or documents related to legal or regulatory matters.
- Recruit and schedule research participants.
- Obtain informed consent from research participants and their guardians.

- Collect information from research participants through observation, interviews, and surveys.
- Develop and implement research quality control procedures.
- Verify the accuracy and validity of data entered and correct errors.
- Prepare tables, graphs, facts sheets, and written reports of research results.
- Transcribe and code data.
- Present research findings to stakeholders, communities, and participants.
- Apply a culturally relevant gender-based analysis to all work, project materials, resources, and tools.

## Qualifications, Knowledge and Skill Requirements

### Required:

- Undergraduate degree required; graduate degree preferred.
- Minimum 2-4 years of related research experience in a research setting supporting research activities.
- Experience using MAXQDA and Endnotes software.
- Research analytical skills (data management, analysis, and interpretation).
- Ability to work both independently and in a team environment/
- Proven ability to synthesize information and write reports.
- Exceptional interpersonal and active listening skills, including cultural safety and competency.
- Ability to exercise tact, discretion, and confidentiality when dealing with external agencies and researchers.
- Effective time and project management skills, including ability to set priorities and meet deadlines
- Proven organizational skills, accuracy, and attention to detail.
- Excellent computer skills, including experience with MS Office (Word, Excel, PowerPoint).

### Preferred:

- Knowledge of NACM and Indigenous midwifery.
- Experience with digital storytelling methods.
- Experience working on university-level research projects and procedures.

### Knowledge Requirements:

- Strong understanding and knowledge of the health and social context of Indigenous Peoples in Canada.
- Knowledge and understanding of contemporary issues facing Indigenous peoples in Canada, particularly surrounding infant and maternal health, midwifery and key issues relevant to the promotion and protection of Indigenous rights.
- Familiarity and experience with knowledge translation and community engagement.
- Familiarity and understanding of the social determinants of health.

## Working Conditions

- Fixed term, 2-year position: contract begins September 2021, ends July 2023.
- Part-time: approximately 21 hours/week
- Work will take place remotely
- Salary range: \$50-\$55,000 annually

## How to Apply

NACM is an Indigenous led and governed organization. Indigenous candidates are strongly encouraged to apply. Non-Indigenous candidates must have a commitment to working within an anti-oppressive, Indigenous framework.

*Please follow these instructions:*

- Send your CV and a cover letter in one PDF document and ensure that your first and last names and the text “Community Research” are included in the file name.
- Send your PDF by email with the subject “Community Research” to [atassignon@canadianmidwives.org](mailto:atassignon@canadianmidwives.org)
- Deadline for applications is **5pm Eastern Time on September 2<sup>nd</sup>, 2021.**

*We thank all applicants for their interest, however, only applicants selected for an interview will be contacted. Resumes received will be held confidential, shared with the selection committee only, and be used only for the purposes of selection for this position.*