



**MATAWA HEALTH  
CO-OPERATIVE**

# Midwife Job Description

## **PURPOSE OF THE POSITION**

Matawa First Nations has established the Matawa Health Co-operative (MHC). This provincially incorporated Co-operative consists of the nine Matawa member communities – Aroland, Constance Lake, Eabametoong, Ginoogaming, Long Lake #58, Marten Falls, Neskantaga, Nibinamik and Webequie

With the support and guidance from the Executive Director of the Matawa Health Co-operative or their designate, the employee will provide services and care with emphasis on a holistic approach to support clients, communities, and families of the Matawa communities.

The Midwife shall work closely with the Matawa Health Co-operative (MHC) Executive Director, Board of Directors/First Nation Health Directors, Director of Clinical & Nursing Services, and other community stakeholders. They will report to the Executive Director and the Community Health Administer. The Midwife will focus their work on building a program within the MHC and the community of Constance Lake that provides a system of supports, both clinical and non-clinical for pregnant Indigenous families.

## **SCOPE**

The Midwife shall assist in the development of the midwifery program and implementation of strategies to support the community and the Co-operative's vision and goals. The Midwife will be responsible for overseeing the development, implementation, evaluation, and professional development of the Co-operative's Midwifery Program. Collaboration with other groups on joint initiatives will be expected.

The person must be committed to a community development philosophy, primary care model, and inter-disciplinary health practice, establishment of partnerships with other agencies, cultural competency, and collaborative relationships with other staff.

## **RESPONSIBILITIES**

Delivering wholistic, midwifery services in a culturally appropriate manner, which reflects Matawa's culture, values, and traditions.

### **Program Development**

1. Organize and implement community engagement sessions as required in a format directed the communities to provide feedback for the development of the program.
2. Support and create best practices for an expanded midwifery model of care.
3. Create flexible, mobile, and accessible support through a system of referrals for community visits and home visiting.
4. Development of outreach and education services in Matawa's urban/rural/remote communities to support families to make informed choices around reproductive care.
5. Development of support for clients to navigate the health care system in a culturally safe way.
6. Maintain and encourage ongoing networking with health and social community services.
7. Work within a diverse multi-service and integrated team and support team members as a consultant when required, attend case conferences, home visits or phone consultations.

8. Prepares proposals as requested in conjunction with the Matawa Health Co-operative team and Community Health Administrator.

### Clinical Services

1. Provide support to families during pregnancy, labour, birth and postpartum period (six weeks after birth). Possibly developing individual/family care plans.
2. Provide well-woman and well-baby care up to one-year postpartum families with additional referrals for other supports as required.
3. Provide health education and parental advise which includes but not limited to support in breastfeeding, nutrition, parenting skills and all aspects of women's wellness during this time.
4. Assist with any well child immunizations from ages 0-6 years.
5. Referrals to other midwives that will provide long term care throughout the pregnancy and postpartum.
6. Begin to build a database of hospitals, other health care professionals that will support and streamline culturally safe referral pathways.
7. Collaborate with internal and external services to develop and implement wrap-around support that is culturally informed, trauma informed and community driven.
8. Work closely with other programs and staff within Matawa Health Co-operative to develop and implement mechanisms to ensure quality of care, effectiveness, efficiency and integration of traditional programs and services, and collaboration.
9. Able to refer patients to obstetricians as needed.
10. Thorough understanding of infection control procedures and standards of care for reproductive health.
11. Mentoring community members or student midwives.
12. Conduct pelvic exams for preventative care, to diagnose medical conditions or check the health of a baby.
13. Diagnose medical conditions and order tests to make accurate diagnosis.
14. Prescribe medications related to reproductive health, such as oral contraceptives or hormone therapy.

### Organizational Responsibilities

As a representative of the Matawa Health Co-operative, the Midwife is responsible for:

- Reflecting and interpreting the organization vision, mission and core values in his/her own work with enthusiasm and commitment.
- Acting in accordance with relevant legislation and organization policies and procedures.
- Proposing changes within MHC that would improve the quality of service to our First Nations' children, families and communities.
- Developing and maintaining respectful, cooperative working relationships to contribute to the delivery of services to First Nations' children, families and communities.
- Understanding their role and responsibility in maintaining a safe workplace and reducing workplace injuries.

- Ensuring accuracy, confidentiality and safekeeping of agency records.

### **Qualifications and Requirements**

The incumbent must have proficient knowledge in the following areas:

1. Bachelor of Health Sciences in Midwifery or diploma/certificate from a recognized Indigenous Midwifery program.
2. Minimum of 2 years of midwifery experience.
3. Relevant experience working with Indigenous communities and populations that face socio-economic barriers.
4. Member of College of Midwives of Ontario (in good standing).
5. Demonstrate understanding of workplace Health and Safety practices and understanding of an employee's responsibility under current legislation.
6. Ability to work effectively with all levels of staff, to maintain effective communication and working relationships, demonstrating strong interpersonal skills, tact, sensitivity and build strong internal relationships.
7. Ability to collect and analyze data, including familiarity with computer software.
8. Excellent organizational and planning skills.
9. Broad knowledge of the services provided Matawa First Nations and its First Nations members.
10. Ability to display and support Matawa Health Co-operative's vision, mission, and goals in providing respectful and effective health care.
11. Ability to satisfactorily pass a Tuberculin (TB) Skin Test and Criminal Records Check (including Vulnerable sector).
12. Must be able to travel to the Matawa First Nation Communities when required
13. The ability to maintain confidentiality.
14. Valid Ontario driver's license with Access to a vehicle and insurance to travel to highway accessible sites.

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties. The incumbent must also demonstrate the following personal attributes:

- Must be able to perform work duties with minimal supervision.
- Must be willing to work in a team like setting.
- Must have excellent oral and written communication skills.
- Must have strong interpersonal and leadership skills.
- Strong interpersonal and oral communication skills to build rapport with clients.
- Active listening and interviewing skills to uncover symptoms and explore concerns.
- Effective written communication skills to keep accurate, clear medical records.

## **WORKING CONDITIONS**

### **Physical Demands**

The Midwife may have to travel to the Matawa communities in all weather. They may have to lift, carry, and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The Midwife may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

The Matawa Building may be a busy facility. The Midwife may have to manage a number of projects at one time and may be interrupted frequently. The Midwife may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

### **Sensory Demands**

Sensory demands can include reading and use of the computer, which may cause eyestrain and occasional headaches.

### **Mental Demands**

The Midwife will have to manage a number of requests and projects at one time. They must be aware of the Tribal Council business in the communities and all relevant legislation, policies, and procedures. They may have to complete a number of tasks and responsibilities at one time and must be prepared to deal with emergencies and stressful situations at any time.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

I certify that I have read and understand the responsibilities assigned to this position.

\_\_\_\_\_  
Supervisor's Title

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

\_\_\_\_\_  
Executive Director's Signature

\_\_\_\_\_  
Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.