



# Job Posting

## Seventh Generation Midwives Toronto Baby Bundle Project



Indigenous Program Planning and Development Manager  
(Full-Time, One-Year Fixed Term Contract)  
\$29-35/hr.

SGMT is looking for an experienced individual to join the Baby Bundle Research Project as an Indigenous Program Planning and Development Manager.

This is a full-time, 1-year fixed term contract, with the possibility of extension. *The PPDM* will be working with an innovative action research project team working towards improved wrap-around care for pregnant/expecting Indigenous families. The project is a collaboration between Well Living House (St. Michael's Hospital) and SGMT and aims to improve family functioning by wrapping supports around families, enhancing the coordination of community programs and ultimately reduce rates of apprehension of Indigenous infants.

The PPDM will work in tandem with the Program Service Manager and report directly to the Program Director. As a member of the team, your primary role will be to manage all the administrative activities for the project in support of the stated research project's goals and objectives.

#### Key responsibilities:

- Identify, plan, coordinate and execute all administrative activities of the project, in collaboration with the project clinical team, research partners, stakeholders and SGMT leadership;
- Provide quality control through management and support of set budgets, staff, and non-clinical program service delivery activities;
- Communicate information, concepts and activity descriptions to team, stakeholders and community;
- Monitor outcome measures to ensure the project is staying on track in working towards stated goals and objectives, identify deviations and contribute to problem solving necessary program modifications;
- Effectively identify and communicate problems, and collaborate with teams to identify potential solutions;

#### About us:

SEVENTH GENERATION MIDWIVES TORONTO IS A MIDWIFERY PRACTICE GROUP WITH A FOCUS ON PROVIDING CULTURALLY SKILLED CARE TO URBAN INDIGENOUS FAMILIES. WE WERE ESTABLISHED IN 2005 AND HAVE 18 REGISTERED MIDWIVES, NINE OF WHOM IDENTIFY AS INDIGENOUS. PREGNANCY AND BIRTH IS ONE OF THE UNIQUE SITUATIONS IN HEALTH CARE THAT INTERSECTS SO EVENLY ACROSS CULTURAL AND SOCIOECONOMIC CONDITIONS. DUE TO THE PRIORITY POPULATION TARGETED BY OUR CLINIC HOWEVER, A DISPROPORTIONATE NUMBER OF THE FAMILIES WE SERVE ARE FROM THE MOST VULNERABLE PARTS OF THIS SPECTRUM. SGMT IS CONTINUOUSLY EXPLORING INNOVATIVE WAYS TO UNDERSTAND AND ADDRESS BARRIERS FOR THIS VIBRANT BUT OFTEN-COMPLEX GROUP OF PEOPLE.

- Contribute to the designing, development and implementation of the Baby Bundle Project in line with the research objectives
- Assist with participant recruitment coordination, screening, and interview booking;
- Ensure appropriate communications, documentation and follow-up within both the research and service delivery team;
- File and maintains documentation and records;
- Support and ensure effective delivery of safe and comfortable study for community members and participants in accordance with research and Indigenous standards of ethics;
- Support the verification, entry, and management of data through the use of computer assisted data entry software as needed;
- Support coordination of the day to day operations of the survey administration, including all aspects of the study protocol required to be carried out in an efficient, accurate and timely manner;
- Other duties as defined by the Service Manager and Program Director

#### Qualifications:

You are a detail oriented and professional individual with a willingness to learn, and has:

- Bachelor's degree in administration, health or a health and social services related field, or equivalent experience;
- Strong skill sets including organization, analytical, interpersonal, communication and budget management;
- Excellent written and verbal communication skills;
- Negotiating skills, demonstrated initiative and comfortable with independent decision making and problem solving;
- Highly organized and detail oriented and able to prioritize and produce work of a consistently high standard;
- Relevant research experience in conducting health research and/or working with Indigenous communities is a strong asset;
- Ability to work as part of a team and work independently;
- Did we mention skills in communication? This is Indigenous community participatory research study and program development is being done in close consultation with community and stakeholders;

Email CV and Cover Letter by: Noon, Monday, October 29, 2018

*Baby Bundle Project*

c/o Seventh Generation Midwives Toronto

Attn: Sara Wolfe, Program Director

[swolfe@sgmt.ca](mailto:swolfe@sgmt.ca)

The Baby Bundle Project is committed to staffing a workforce representative of the Indigenous population we serve. We encourage First Nation, Metis and Inuit applicants to apply and ask that you please self-identify in the cover letter.

We thank you for your interest, however only applicants selected for an interview will be contacted!