



Midwives Grey Bruce

Practice Administrator – Midwifery Practice

Location: Grey and Bruce Counties **Employment Type:** Full-Time

Reports To: Practice Partners

Midwives Grey Bruce is seeking an organized, detail-oriented, and compassionate Practice Administrator to support the smooth day-to-day operations of our busy midwifery practice. This role is central to ensuring exceptional client care, efficient clinic administration, financial management, and strong communication among midwives, staff, and community partners.

The ideal candidate is highly organized, professional, comfortable managing multiple priorities, and experienced in healthcare administration, bookkeeping, and client relations. Experience in midwifery or community healthcare settings is preferred.

Key Responsibilities

Clinic Operations

- Oversee the smooth daily operation of the midwifery practice
 - Maintain strict confidentiality at all times
 - Ensure office policies and procedures are consistently followed
 - Attend practice meetings and provide updates, reports, and recommendations
 - Provide professional and supportive communication with clients, staff, midwives, and community partners
 - Answer and direct phone calls appropriate
 - Complete client intake forms and maintain waiting lists
 - Retrieve and manage voicemail messages and faxes
 - Assist with scheduling appointments, ultrasounds, lab tests, and consultations
 - Collaborate closely with administrative staff and Midwives
 - Maintain communication regarding office activities, progress, and operational concerns
 - Support outreach and community engagement initiatives
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Financial & Administrative Management

- Prepare monthly Transfer Payment Agency (TPA) invoices and projections
 - Complete Caseload Variable entries
 - Submit monthly TPA documentation within required deadlines
 - Prepare quarterly TPA reports and assist with annual budget proposals
 - Maintain monthly invoiced client logs and travel logs for midwives
 - Prepare and maintain annual budgets and monthly financial projections
 - Prepare and submit budget requests to ministry and grant funding applications
 - Prepare payments and invoices and payroll
 - Track and prepare midwife reconciliation payments
 - Liaise with practice accountant
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Client Information & Database Management

- Enter and maintain client information within clinic databases
 - Manage client charts and filing systems
 - Complete online birth registrations
 - Manage and input data into BORN and other reporting systems
 - Prepare quarterly attendance reports for primary and backup midwives
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Supplies, Equipment & Office Management

- Ensure the clinic environment is safe, clean, and well supplied
 - Order office and midwifery supplies
 - Maintain and update inventory lists
 - Compare supplier pricing and coordinate purchasing
 - Maintain office equipment, computer hardware, and software
 - Assist with office maintenance communication with landlord/property management
 - Maintain filing systems for records, accounts, and government forms
 - Perform sterilization and autoclaving of clinical instruments and equipment in accordance with infection prevention and control standards
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Qualifications & Skills

- 2–3 years of experience in healthcare administration, medical office administration, or a similar role preferred
 - Experience in midwifery, community health, or maternal/newborn healthcare preferred
 - Strong bookkeeping and financial administration experience
 - Experience with:
 - Accuro EMR (asset)
 - Sage 50 (asset)
 - Microsoft Office and Excel
 - General office and database management systems
 - Excellent organizational and multitasking skills
 - Strong interpersonal and communication abilities
 - Ability to maintain confidentiality and professionalism
 - Experience coordinating schedules, reports, and office systems
 - Ability to work independently and collaboratively within a team environment
 - Ability to work flexibly as job duties evolve
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Assets

- Familiarity with Ontario midwifery funding and reporting systems
 - Knowledge of TPA processes
 - Experience with healthcare compliance and records management
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What We Offer

- Supportive and collaborative team environment
 - Meaningful work supporting families and community healthcare
 - Opportunity to contribute to the growth and efficiency of a dynamic midwifery practice
 - Competitive compensation based on experience
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To Apply:

Please submit your resume and cover letter to midwivesgb@gmail.com with the subject line: **Practice Administrator Application – [Your Name]**

We thank all applicants for their interest; however, only those selected for an interview will be contacted.