Practice Administrator/Service Navigator - ORACLE

Application Deadline November 2, 2026

5 month contract with an opportunity to renew

ORACLE Perinatal Outreach is a new not-for-profit organization funded by the Ontario Midwifery Program, Ministry of Health. ORACLE is an outreach midwifery service that provides perinatal and newborn care with a harm reduction approach. The candidate would provide administrative support to approximately 3 FTE of midwives, 35 hours a week.

Reports to:

Job responsibilities include:

- Communication with clients.
- Assisting clients with navigating transportation, food security, social assistance, baby essentials.
- Operations management (primary contact for IT issues, liaise with landlord and property management, inventory/ordering, day-to-day operations support)
- Maintain client database and ensure privacy and confidentiality of client and practice information
- Preparing and maintaining expense reports, payroll, liaise with accountant and bookeeper, purchasing office supplies, medical supplies and equipment)
- Attend weekly practice meetings, prepare minutes using a template provided
- Medical reception (filing results, organizing appointments, communicating with clients)
- Ensure a well-organized working environment both physical and electronic (eg - stocking rooms and keeping the drive organized)
- Administrative support for urgent client/midwife needs
- Administrative support for board members should the need arise
- Managing bookings for perinatal mental health, providing clients with encouragement and helping them manage waiting.

Experience/Skills/Characteristics:

- Experience as an administrator at a midwifery or medical practice
- Highly organized
- Flexible, able to adapt when urgent care changes the plans
- Microsoft Office - Outlook, Excel, PowerPoint
- Google Suite - Sheets, Docs
- Experience with an EMR is an asset

We specifically encourage applicants who identify as IBPOC, queer or gender diverse to apply. Fluency in French, or any other language, is a considerable asset. We are looking for a highly organized, open-minded, and non-judgmental individual who may not be knowledgeable about, but who will be able to embrace health equity and harm reduction.

Please let us know if at any stage in the selection process, you require accommodations due to a disability or other needs.

Compensation: Commensurate with experience

Please send your CV and a letter describing how your set of experience and skills are well suited to this work to admin@oracleoutreach.ca