

JOB POSTING

Manager, Ontario Midwifery Program (OMP)

Full-time (35 hours per week)

\$79,575 to \$93,600 per annum (commensurate on experience and education)

Job Summary

Unison Health and Community Services is a transfer payment agency for the Ontario Midwifery Program (OMP) of the Ministry of Health. The position is responsible for the management and administration of Unison's Ontario Midwifery Program and the Transfer Payment Agency's obligations. This includes monitoring the financial and regulatory agreements of 21 Midwifery Practice Groups, Midwifery Non-insured, applicable Indigenous Midwifery Programs (IMPs), the Extended Midwifery Care Model (EMCM) programs in the GTA along with administration of the Provincial Clinical Audit Program. The Manager will work closely with stakeholders such as the Ontario Midwifery Program, the Association of Ontario Midwives, BORN Ontario and the College of Midwives of Ontario. The position requires an individual to be comfortable with a wide range of duties and working with a variety of stakeholders, both internal and external.

Program Management Duties:

- Manage financial, regulatory and administrative requirements of the Centre's Transfer Payment Agency's (TPA) contractual obligations with Midwifery Practice Groups (MPGs) and with Non-insured, Clinical Audit and IMP/EMCM programs
- Annual budget preparation and report submission to the Ontario Ministry of Health
- Ensure the continued expansion of access to MPGs and midwives in the GTA through the development of local Midwifery Practice Groups
- Ensure accurate reporting of Program information and security of financial records
- Liaise with the Ontario Midwifery Program regarding Transfer Payment Agency and Midwifery Program Group administration
- Supervise Unison support staff

Administrative Duties:

- Maintain record of TPA/MPG agreements, program invoices and services provided
- In coordination with BORN Ontario, assess Program data, outcomes, evaluation and monitoring tools
- Ensure written program reports are regularly submitted, accurate and current
- Research, analyse and assess TPA administrative requirements and needs
- Develop, documents and provide analysis of administrative practices and procedures

Consultaion and Colloboration Responsibilities:

- Work in partnership with the Ontario Midwifery Program, the Association of Ontario Midwives, College of Midwives of Ontario, BORN Ontario, Midwifery Practice Groups, GTA Hospitals and other midwifery stakeholders in the overall management of midwifery in the GTA
- Handle Program and account inquiries and trouble shoot problems as necessary
- Participate on external midwifery advisory committees and task groups as needed and internal Board and staff committees and program teams as required

Qualifications:

- Post-secondary degree or certificate and/or equivalent in training and experience combined with continued education
- Minimum 5 years related work experience in senior administrative position
- Experience in program management and negotiating with multiple stakeholders
- Strong financial and administrative management skills and abilities
- Well-developed analytical and problem solving capabilities
- Demonstrated proficiency in developing spreadsheet and managing financial data
- Demonstrated proficiency in Office 365 software
- Excellent interpersonal, communication (written/oral) and teamwork skills
- Excellent time management skills with the ability to manage a range of projects and tasks
- Ability to work independently while self-managing and counterbalancing competing demands
- Willingness to perform a range of tasks, from lower level administrative to higher level strategy development

- Recent financial management experience with Ontario Midwifery Program or MPG would be an asset
- Valid drivers licence and access to a vehicle as this position requires travel throughout the GTA

This position offers flexibility to work on site at Unison or from off site.

Interested candidates are asked to email a résumé with covering letter by Friday, October 2, 2020 at 4:00 p.m. to:

Hiring Committee – Manager, Ontario Midwifery Program
Unison Health and Community Services

hirings@unisonhcs.org

Please cite UN_2020_023 in the subject line of the email.

We welcome applications from people who are reflective of the diverse communities we serve, including those who might need accommodation.

Where needed, accommodations for applicants with disabilities will be provided, on request, to support their participation in all aspects of the recruitment process.

Please note that due to the volume of applications, only those applicants selected for interviews will be contacted.