



Ottawa Birth and
Wellness Centre

Centre de naissance et
de bien-être d'Ottawa



CHAMPLAIN MATERNAL NEWBORN REGIONAL PROGRAM
PROGRAMME RÉGIONAL DES SOINS À LA MÈRE
ET AU NOUVEAU-NÉ DE CHAMPLAIN

Ask Masi Administrative Assistant

1.0 FTE, Temporary Full-Time – 3 years

Reporting to: *Ask Masi* Program Leads

Salary range (to be determined based on qualifications and experience)

Job Description

The Ottawa Birth and Wellness Centre (OBWC) and The Ottawa Hospital (TOH) are working in close partnership with the Champlain Maternal Newborn Regional Program (CMNRP) and existing regional access programs in mental health through the implementation of an innovative perinatal psychiatry access program. This project, titled “*Ask Masi*”, seeks to improve access to timely perinatal mental healthcare in the Ottawa region by supporting primary perinatal care providers with prescribing authority such as nurse practitioners, family physicians, and obstetricians to independently care for their patients’ mild to moderate perinatal mental illnesses (PMIs) closer to home, in community.

This will build regional capacity through the creation of a Perinatal Psychiatry Access Program which:

- trains frontline Primary Perinatal Care Providers (PPCP) with existing prescribing authorities how to screen for PMIs and treat low-level anxiety or depression when and where it presents;
- provides real-time peer supervision by phone or e-consult to assist PPCPs with practical feedback on more complex cases as well as helpful community resources for their clients;
- offers one-time virtual perinatal psychiatry consultation within one week for the most complex cases to assist PPCP with diagnostic clarification.

Under the guidance of the administrative and strategic leads, the *Ask Masi* Administrative Assistant will support all phases of the project according to the established work plan and timelines.

MAIN RESPONSIBILITIES

Characteristic responsibilities include:

- Provide general administrative support to the Program Coordinator and Program Leads. Prepare correspondence, emails, and presentations. Maintain filing systems and answer telephone communications.
- Help maintain the schedules of program staff. Determine priorities and arrange meetings (currently via ZOOM), or appointments including confirming attendance, preparing agendas and materials and co-ordinating catering.
- Manage telephone communications by determining the urgency of calls, inquiries and requests for meetings. Redirects and/or tactfully handles sensitive issues.
- Make travel and accommodation arrangements and prepare travel claims as required.
- Photocopy, collate, fax and distribute documents. Proofread documents for grammar and spelling.
- Respond to inquiries from various stakeholders and community partners.
- Provide program input and administrative support for all related meetings and stakeholder events.



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- Maintain a close liaison and act as a resource person to the Project leads
- Research, analyze and summarize necessary material for the preparation of reports and correspondence.
- Assist with special projects for and with the Program leads (e.g. visiting speakers, retreats, fund raising events, social events).
- Provide support for creation of policy and procedure documentation.
- Perform other related duties as assigned by supervisors.

EDUCATION/EXPERIENCE:

- Bachelor's Degree or College Diploma (preferred) or demonstrated work experience
- Minimum 2 years of work experience
- Previous experience in a health care setting is an asset

ADDITIONAL COMPETENCIES/SKILLS:

Demonstrated ability to:

- Comprehensively use software including word processing, spreadsheet, presentation, email, ZOOM and Microsoft Teams.
- Take accurate notes or minutes of meetings and transcribe to final product.
- Use a voicemail system, photocopier, fax machine.
- Excellent time management skills. Ensures timely completion of tasks by adjusting priorities as required.
- Adapt to changes to meet organizational requirements.
- Ability to work independently, with minimal direction and to show initiative and attention to detail.
- Ability to work well in a team environment.
- Communicate effectively and concisely, both orally and in writing.
- Exercise sound judgement, discretion and a high degree of confidentiality.
- Police record check is required.
- Bilingualism (French/English) preferred

Please email Elyse Banham, Executive Director of The Ottawa Birth and Wellness Centre and Administrative Project Lead for further questions regarding this job posting at

elyse.banham@ottawabirthcentre.ca.

To apply, please send CV and cover letter to jobs@ottawabirthcentre.ca by November 10th at 5pm.

Anticipated interviews to take place the week of November 14th with anticipated position start date of December 5th, 2022.

The *Ask Masi* program and its funders are committed to attracting and retaining a diverse staff and will honour your experiences, perspectives and unique identity. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable and welcoming. We commit to using equity-based hiring processes and practices for this active recruitment process. Should you require any accommodation during the recruitment process, please connect with Elyse Banham by way of email provided above.