



## IDENTIFICATION

Department	Position Title	
Health and Social Services	Deputy Registrar General, Vital Statistics	
Position Number	Community	Division/Region
49-13240	Inuvik	Health Services Administration

## PURPOSE OF THE POSITION

The Vital Statistics unit provides an accurate and comprehensive record of Births, Deaths, Marriages, Stillbirths and Custom and Private Adoptions and Change of Names. These records are maintained using various documents for verification such as: Divorce Certificates, Change of Name Orders from other jurisdictions, Baptismal Certificates and Adoption Orders. The aforementioned legal documents are used by many businesses and institutions for a variety of purposes, including verification of a person's identity.

The incumbent will verify records and process information, which results in the issuance and/or amendments of vital statistics records and certificate(s) done in accordance with the policies, procedures, and guidelines and Acts related to this section. The incumbent will prepare required paperwork for the appointment of Marriage License Issuers, Marriage Commissioners and registration of clerics for review and approval by the Registrar General. The incumbent will monitor and review data entry of vital events for accuracy and completeness, prior to the Registrar General authorizing registration of the vital event. This position will hold the appointment of Deputy Registrar General in accordance with the Vital Statistics Act.

## SCOPE

The Department of Health and Social Services is located in Yellowknife with the exception of the Health Services Administration division located in Inuvik. Reporting to the Registrar General, Vital Statistics, Health Services Administration, the Deputy Registrar General is a member of a decentralized unit and will assist in the appointment of Marriage Commissioners, Marriage License Issuers and registered Clerics. The incumbent will assist in the administration of Vital Statistics for clients who have had vital events occur in the

Northwest Territories and serves the public by providing issuance of certificates for those vital events that occurred in the NWT.

The incumbent will process applications, complete required amendments and/or requests for information, along with assisting in finalizing of adoptions in accordance with the policies, procedures, guidelines and related acts to ensure eligible clients receive entitled services effectively and efficiently. The incumbent will register vital events to ensure the vital information recorded is accurate and current in accordance with the Vital Statistics Act. This position will assist in the monitoring and review of data entry for registrations of Births, Deaths, Marriages and Stillbirths to ensure accuracy and completeness, prior to submitting to the Registrar General for authorization. Other Territorial/Provincial Agencies such as other Vital Statistics Agencies, government departments, Statistics Canada, Elections Canada, etc. rely on the data collected at the Health Services Administration division to verify eligibility, payment and also provides statistical information on births, deaths and/or marriages.

## **RESPONSIBILITIES**

- 1. Processes requests/applications for Vital Statistics documents or information in accordance with *the Vital Statistics Act, Change of Name Act, Access to Information & Protection of Privacy Act, Health Information Act* and various other policies, procedures and guidelines so that client requests can be dealt with accordingly.**
  - Initiates research by verifying that the information contained on the application/request corresponds to the vital information on file before certificates/information can be released. This information may be found through a number of different methods.
  - After determining eligibility for all requests, then certificates or requests for information are processed. Otherwise, written and/or verbal correspondence is carried out to obtain missing information.
- 2. Issues Birth, Death and/or Marriage Certificates in accordance with the Vital Statistics Act along with various other policies, procedures and guidelines as requested by clients for the use of identification and/or legal purposes.**
  - Validates and ensures that all required information is received in order to process request.
  - After determining eligibility for all requests, then certificates or requests for information are processed.
  - Prepares and prints birth, death or marriage certificates and reviews for accuracy, for the review of the Registrar General of Vital Statistics.
- 3. Registers and/or amends Vital Events to ensure that the vital information recorded is accurate and current in accordance with *the Vital Statistics Act* as well as various other Acts, policies, procedures and guidelines.**
  - Reviews each submitted document to ensure that all information has been provided in accordance with legislation prior to registering an event.

- Ensures that the appropriate documentation/fee is received in accordance with set policy/acts, prior to processing the amendment, for approval and signature by the Registrar General.
4. **Provides quality assurance to confirm compliance with the set rules, regulations and legislation resulting in registrations, amendments and requests for information to be dealt with in a timely manner so that client records are accurate and reliable.**
    - Review of data entry of vital events to ensure accuracy and completeness.
    - Making necessary inquiries to obtain missing information required on incomplete registrations.
    - Review and investigate all questionable applications involving birth and death and any associated potential fraud and work with Registrar General on resolution.
    - Reviews the work of the Sub-registrars, Vital Statistics Specialist and Marriage License Issuers, to ensure that registrations of all vital events are complete, accurate and recorded in the computerized databases in an efficient and effective manner.
    - Identifying any errors or deficiencies and correcting at the Registrar General's direction.
  5. **Assists with appointment of Marriage Commissioners, Marriage License Issuers and Registered Clerics under the NWT Marriage Act.**
    - Confirming eligibility to be appointed under the NWT Marriage Act as a Marriage Commissioner, Marriage License Issuer and registered cleric.
    - Ensuring all required paperwork is received.
    - Preparing request for approval by the Registrar General.
    - Submitting approved requests for appointments, following up on outstanding requests and maintaining a record of all those appointed under the NWT Marriage Act. Prepares appointment packages for marriage commissioners, registered clerics and marriage license issuers.
  6. **Oversee, provide guidance, support and training to all NWT Marriage License Issuers on the Marriage License Issuing process.**
    - Provide required training and support for all NWT Marriage License Issuers.
    - Ensure required paperwork is received in a timely manner and follow up on any outstanding matters.
    - Ensuring all Marriage License Issuer paperwork has been received for the original Marriage Registration Statement and prepare for data entry.
    - Manages the inventory of NWT Marriage Licenses.
  7. **Assists with registration of Custom Adoptions and private adoptions in accordance with *the Aboriginal Custom Adoption Recognition Act* and *the Vital Statistics Act* along with various other policies, procedures and guidelines to ensure that the information recorded on the Birth Registration Statement is accurate and current.**
    - Prepares correspondence to inform the public of legislation requirements concerning missing or incorrect information with respect to registrations.

- Acts as liaison between Adoption Commissioners and southern jurisdictions for all children adopted in but born outside the NWT.
  - Acts as liaison with the Adoption Coordinator concerning funds required to proceed with the registration and issuance of a certificate for children born outside of the NWT.
- 8. Performs duties of a Marriage License Issuer and Notary Public in accordance with the Vital Statistics Act, Marriage Act, Evidence Act and the various other agreements, acts, policies, procedures, and guidelines to ensure that licenses and documents are issued and witnessed accordingly.**
- 9. Acts as a witness to legal documents by providing a signature along with the expiry date of appointment. The incumbent performs other duties as required to support the responsibilities of the Vital Statistics division.**
- Provides information and assists Registrar General with preparation of monthly reports for Statistics Canada, Population Health, Health Registrations, Government of Nunavut, Crown-Indigenous Relations and Northern Affairs Canada, Elections Canada, Motor Vehicle Licensing, and the required Change of Name reporting.
- 10. Acts as Registrar General in the absence of the Registrar General, including supervision of the Vital Statistics Specialist.**

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Specialized knowledge of a variety of legislation and policies including but not limited to: Vital Statistics Act, Access to Information & Protection of Privacy Act, Change of Name Act, Marriage Act, and the various other agreements, acts and guidelines, Data Release Guidelines, Public Service Act
- The knowledge and ability to interpret legislation and explain or apply it to work situations.
- Extensive knowledge of Vital Statistics as it relates to program and service delivery for clients of the Northwest Territories;
- Comprehensive knowledge of theories and principles of Vital Statistics systems for clients

with various needs;

- Knowledge of the broad ranges of NWT Services, as well as, the legislation and legal processes relating to the delivery of Vital Statistics in the NWT;
- Knowledge of policies, procedures, principles, practices and standards relating to Vital Statistics in Canada;
- Ability to understand and implement Departmental policies, procedures and standards of practice in a government setting;
- Ability to develop and maintain successful community partnerships to increase the community partner's receptiveness to the department's strategic direction;
- Knowledge of northern culture and the environment within the Northwest Territories and its impact on Vital Statistics across Canada;
- Knowledge of international, national, and provincial trends and developments in Vital Statistics strategy development;
- Knowledge of program planning and evaluation methods in the Vital Statistics field and ability to apply Vital Statistics research methods and statistical/quantitative analysis techniques;
- Ability to define the scope and requirement for diverse concurrent projects, and leads, develops and manages through all phases including problem definition, research design and development, consideration of alternative strategies, implications and selection of alternatives including identifying opportunities for practice improvement, efficiencies and innovation with regard program delivery;
- Demonstrated ability to manage organizational, budgetary, human and material resources that focus on results and outcomes;
- Ability to effectively communicate within an inter-disciplinary team environment and to recognize and respond to Departmental needs in order to inspire confidence;
- Ability to operate a desktop computer to produce written documents, develop and analyze spreadsheets, conduct internet research, prepare presentations and analyze data utilizing available computer programs;
- The ability to deal with a variety of people, some who may be upset or hostile, by exercising diplomacy and tact in order to gain their compliance and minimize conflicts.
- The ability to plan, co-ordinate, prioritize workload and organize staff and activities.
- Basic research and analytical skills.
- Ability to maintain professionalism.
- Ability to diffuse difficult situations
- The ability to adhere to policies, rules and procedures as established.
- The ability to speak an aboriginal language or French would be a definite asset.
- The ability to obtain and review pertinent information and make sound decisions and /or recommendations based on available information.

**Typically, the above qualifications would be attained by:**

The knowledge, skills and abilities required for this position will generally be acquired through completion of a two-year post-secondary education in Management, Health Administration, Commerce or Business with four years of accounting and program administration experience and one year of supervisory experience. Must be eligible to be

appointed as an Issuer of Marriage Licences and as a Notary Public in order to fulfil requirements for the Vital Statistics Section as it relates to *Vital Statistics* and *Marriage Acts*

Knowledge of Vital Statistics processes would be an asset.

### **ADDITIONAL REQUIREMENTS**

#### **Position Security** (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

#### **French Language** (check one if applicable)

- ☐ French required (must identify required level below)
  - Level required for this Designated Position is:
  - ORAL EXPRESSION AND COMPREHENSION
    - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
  - READING COMPREHENSION:
    - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
  - WRITING SKILLS:
    - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

#### **Indigenous Language:** Select Language

- ☐ Required
- ☐ Preferred