



IDENTIFICATION

Department	Position Title	
Health and Social Services	Vital Statistics Specialist	
Position Number	Community	Division/Region
49-5017	Inuvik	Health Services Administration

PURPOSE OF THE POSITION

The Vital Statistics Specialist is responsible for verifying records and processing information, which results in the issuance and/or amendments of vital statistics records and certificate(s) in accordance with the policies, procedures, and guidelines and Acts related to this section.

The Vital Statistics unit provides an accurate and comprehensive record of Births, Deaths, Marriages, Stillbirths and Custom and Private Adoption 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.

SCOPE

Located in Inuvik and reporting to the Registrar General, Vital Statistics, the Vital Statistics Specialist is responsible verifying records and processing information, issuing and/or amending vital statistics records and certificate(s) in accordance with related policies, procedures, and guidelines and Acts for the entire population of the Northwest Territories as well as for every client who has had a vital event occur in the NWT.

The Vital Statistics Office serves the public by providing legal certificate(s) of Births, Deaths and/or Marriages. Other Territorial government offices, as well as Federal Agencies, rely on the data collected at the Vital Statistics office. This sharing of information is done in accordance with the formal agreements that are in place.

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.
 - Prepares and prints birth, death or marriage certificates 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. Registers 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 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

- 5. Performs Duties as a Marriage License Issuer and Commissioner for Oaths in accordance with *the Vital Statistics Act, Marriage Act, Canada Evidence Act* as well as**

various other policies, procedures and guidelines to ensure that licenses and documents are handled accordingly.

- Acts as a witness to legal documents by providing a signature along with the expiry date of appointment, as a Commissioner for Oaths.
- Issues marriage licenses to parties intending to marry, as a Marriage License Issuer.

6. Provides Record Management Skills to ensure that records are kept in an organized manner in accordance with *the Vital Statistics Act, Marriage Act, Health Information Act, Access to Information and Protection of Privacy Act* and various other policies, procedures and guidelines.

- Maintains current records in an up-to-date filing system as well as archiving of records following the established Records Storage Management Policy.
- Maintains current list of registered clerics, marriage commissioners and marriage license issuers.
- Prepares appointment packages for marriage commissioners, registered clerics and marriage license issuers.

WORKING CONDITIONS

Physical Demands

Majority of time is spent in discussion with clients or service providers on the telephone, writing correspondence or seated at a computer dealing with numerous documents. There is plenty of opportunity to get up and move around the workplace. Ergonomic workstations are provided.

Environmental Conditions

No unusual conditions.

Sensory Demands

The incumbent is expected to spend long periods using the computer, which may cause eyestrain. The incumbent may experience some auditory strain due to background noise surrounding their cubicle. Also, exposed to situations that can become volatile, as the incumbent is the first line contact when dealing with difficult or upset clients that may require immediate intervention from the incumbent's supervisor.

Mental Demands

Requests demanding immediate attention can be disruptive and may cause the incumbent to be constantly reprioritizing the workload. Some clients may try to influence the incumbent into providing release of information outside his/her authority. The workload can be overwhelming at times, causing anxiety.

KNOWLEDGE, SKILLS AND ABILITIES

- Job requires the ability to interpret the Vital Statistics Act, the Marriage Act, Aboriginal

Custom Adoption Recognition Act, Change of Name Act, Health Information Act, Access to Information Protection of Privacy Act, Adoption Act and relevant sections of the Canada Health Act to register events by assessing submitted forms, identifying deficiencies and explaining requirements of legislation to clients on the telephone, in person or in writing.

- Requires strong verbal, written and listening skills to respond appropriately to requests or inquiries from clients on a daily basis by telephone, in person, or by composing or using standard form letters.
- Job requires strong interpersonal skills to interact with clients and other staff when providing information and/or responding to inquiries and when occasionally dealing with upset and/or irate clients.
- Job requires ability to use various computer applications, in an effective and efficient manner
- Job requires organizational skills to maintain and retrieve information quickly and efficiently
- Job requires research and analytical skills to ascertain correct responses to requests for information.
- Job requires a solid ability to effectively maintain confidentiality
- Job requires the ability to plan, coordinate, and prioritize workload and organize activities to accomplish assigned tasks and meet deadlines.

Typically, the above qualifications would be attained by:

The completion of a two-year post-secondary diploma in Management, Health Administration, Commerce or Business with minimum of two years' work experience in a progressively responsible client-based office. Must be eligible to be appointed as an Issuer of Marriage Licences and as Commissioner of Oaths in order to fulfil requirements for the Vital Statistics Section as it relates to Vital Statistics and Marriage Acts.

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