



Provincial Job Description

TITLE:
(175) Resource Room Facilitator

PAY BAND:

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides information to families of children with disabilities and to the professionals who work with them.

QUALIFICATIONS:

- ◆ Disability Support Worker certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Communication, organizational and interpersonal skills
- ◆ Ability to work independently

EXPERIENCE:

- ◆ Previous: No previous experience.

KEY ACTIVITIES:

A. Facilitation of Information Requests

- ◆ Meets with parents/caregivers/professionals to understand their informational needs.
- ◆ Searches collections, internet and other libraries to obtain information requested by clients/family members/caregivers/professionals.
- ◆ Provides families/caregivers/professionals with current information on disability conditions.
- ◆ Refers families/caregivers to appropriate community agencies or resources.
- ◆ Instructs families/caregivers in accessing on-line information and using software programs (e.g., Boardmaker).
- ◆ Copies, compiles, packages and prepares information for pick-up or distribution via the internet or external mail.
- ◆ Processes and maintains inter-library loans.
- ◆ Liaises with family resource advisory team, parent associations, health care professionals, school systems and other resource facilities.

B. Information Presentation

- ◆ Prepares newsletters and parent information in collaboration with health professionals and parent representatives (e.g., fact sheets, pamphlets, booklets).
- ◆ Participates in the presentation of material for the department's page on the website.
- ◆ Displays information in a visually appealing and readily accessible manner.
- ◆ Promotes awareness of the resource room and its services (e.g., presentations, tours, committee involvement, newsletters).

C. Resource Room Organization

- ◆ Maintains the resource room and ensures current information is available.
- ◆ Orders or obtains material (e.g., books, journals, videos, pamphlets) from multiple sources based on the needs of the resource room and within department budget.
- ◆ Classifies and shelves all materials (e.g., paper and on-line).
- ◆ Tracks lost materials and processes related paperwork (e.g., notice to last user).

D. Related Key Work Activities

- ◆ Performs clerical duties (e.g., desktop publishing, word processing, data entry, answers phone calls, e-mail inquiries).
- ◆ Records meeting minutes.
- ◆ Compiles statistics.
- ◆ Tracks and maintains resource room and Telehealth equipment (e.g. audio-visual, video camera, televisions, DVD players, projectors).

D. Related Key Work Activities (cont'd)

- ◆ **Cleans and maintains resource room.**
- ◆ **Handles cash related to the services provided.**
- ◆ **Provides input into developing and maintaining policies and procedures.**
- ◆ **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: June 7, 2011