



# *Provincial Job Description*

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***TITLE:*** (518) Community Support Program Worker      ***PAY BAND:*** 11

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Facilitates and provides prenatal and early childhood parent supports for identified families.

***QUALIFICATIONS:***

- ◆ Early Childhood Education diploma

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Basic computer skills
- ◆ Interpersonal skills
- ◆ Communication skills
- ◆ Organizational skills
- ◆ Leadership skills
- ◆ Knowledge of early childhood and/or family service issues
- ◆ Knowledge of various cultures and traditions of the population, where required by the job
- ◆ Ability to work independently and as a member of a team
- ◆ Valid driver's license, where required by the job

***EXPERIENCE:***

- ◆ Previous: No previous experience

## ***KEY ACTIVITIES:***

### **A. Therapeutic Program**

- ◆ Provides intake of clients through various processes (e.g., interview, drop in, group registration, presentations, appointment).
- ◆ Determines client needs and matches to appropriate community services.
- ◆ Develops/arranges programs/education to meet client needs.
- ◆ Plans, promotes and implements activities for children and families.
- ◆ Maintains client records.
- ◆ Advocates on behalf of client and family.
- ◆ Facilitates support groups for clients, where required.
- ◆ Liaises with other professionals (internal and external) to assist in meeting the needs of clients (e.g., personal enhancement, education, nutrition, recreation).
- ◆ Provides input into the development of policy and procedure manuals.
- ◆ Coordinates clinical and counselling sessions for clients (e.g., Public Health Nurse, Elders, cultural leaders, guidance counsellors).
- ◆ Delivers workshops to clients (e.g., on site, classrooms, community centres).

### **B. Program Administration**

- ◆ Develops promotional materials for public awareness.
- ◆ Provides public presentations on programs.
- ◆ Develops newsletters for distribution.
- ◆ Maintains program statistics and develops reports.
- ◆ Writes proposals and grant applications.
- ◆ Provides input into budget.
- ◆ Participates in continuous quality improvement activities.
- ◆ Administers, scores and interprets screening tools for program assessment.

### **C. Related Key Work Activities**

- ◆ Provides support, guidance, advocacy and assistance to access community services and resources.
- ◆ Organizes child care and transportation.
- ◆ 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:***