

POSITION DESCRIPTION

PROGRAM NAME: HEALTHY FAMILIES PROGRAM

POSITION TITLE: OUTREACH WORKER

SUPERVISOR: HEALTHY FAMILIES PROGRAM MANAGER

SUMMARY:

Under the goals and objectives of the Canada Prenatal Nutrition Program (CPNP) and Community Action Program for Children (CAPC) as identified by Public Health Agency of Canada, employees provide a continuum of services for women in the perinatal period and families with children from birth to 5 years of age. The spectrum of services includes individual support as well as group sessions for families living in conditions of risk, with a focus on education, health, nutrition, lifestyle counseling and community support.

Special consideration is given to families facing challenging circumstances that put their health and the health of their children at-risk. These circumstances include: poverty, teen pregnancy, social and geographic isolation, recent arrival to Canada, food insecurity, mental health conditions, substance use and family violence. Special consideration is given to Indigenous women living outside of First Nation and Inuit communities. Program staff adheres to BCCYCA Code of Ethics and the Comox Valley Family Services Association Policies and Procedures.

KEY ACTIVITIES:

Program:

1. Provide pregnant women with the education and support required to increase the probability of a healthy outcome of pregnancy, and to decrease the chances of having a low birth weight infant.
2. Provides outreach services and support to clients in their home or within the community. Distribute vitamins, food supplements and store coupons to eligible participants.
3. Involvement in ongoing case management between participants, Healthy Families Program manager/staff and community professionals.
4. Refer participants to appropriate services and provide advocacy when appropriate. Create a safe, healthy and supportive atmosphere for program participants.
5. Provide comprehensive front-line service delivery to assist participants, through action oriented solution processes and intervention, to identify needs, develop goals, utilize resources as well as to identify and address barriers that prevent connections to community and social service supports.
6. Build on family strengths, enhance child development and improve parent/child interactions by taking action to strengthen the family environment to promote

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- healthy outcomes that enable children to thrive. Lay the groundwork for lifelong health, learning and well-being.
7. Develop meaningful interactions in a context of mutual trust and respect; encourage participants to value their own expertise and to enhance their own social support networks.
 8. Assist with program planning for groups, arranging relevant guest speakers and implementing activities within an educational group setting; assist with transportation, meal preparation, child minding, set-up/cleanup; participate in team meetings on a monthly basis.
 9. Ability to facilitate groups utilizing techniques that include modelling, observing, demonstrating, questioning and reinforcing.
 10. Enhance program connections to concrete community supports and services that can address a family's needs and increase their resilience when faced with challenges, adversity and trauma.
 11. Demonstrate an understanding of cultural sensitivity (working with Indigenous families) and respect for participants' life experiences.
 12. Other related duties as required to fulfill program contracts.

Agency:

1. Attend team, committee and staff agency meetings at Comox Valley Family Services Association that are relevant to the Healthy Families Program, as requested by Program Manager.
2. Have read and will keep apprised of agency policy and procedures.
3. Maintain accurate records pertaining to hours worked, expenses, mileage, vehicle safety checklists, risk assessment; and other relevant items needed as directed by Program Manager.
4. Collection and entry of data for program evaluation. Compilation, charting and maintaining records of participant information for the purpose of providing services and supports. Maintains and abide by standards of confidentiality, freedom of information and privacy protection.
5. Will attend as requested, ongoing professional development and continuing education on topics related to pregnancy, breastfeeding, infancy, early childhood development and enhanced parenting skills.

Community:

1. Will maintain a good working knowledge of community resources and liaise with relevant service agencies and professionals.
2. Utilize a proactive well-informed community network of service delivery connections.
3. Review referrals that are received from the community and/or health care providers with Program Manager.
4. Maintain open and positive communication with parents and elders from the Indigenous community.

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QUALIFICATIONS & ABILITIES:

1. Ability to work effectively with participants and their families within their community, their homes and alongside other agencies involved.
2. Excellent interpersonal skills to facilitate meaningful relationships – both written and verbal communication.
3. Knowledge of trauma informed practice with the ability to understand, recognize and respond effectively and compassionately.
4. Knowledge of health issues & concerns relevant to prenatal/postnatal women and their families.
5. Familiar with principles of integrated and strength-based service provision.
6. Group facilitation skills, with direct experience within group settings.
7. Good organization, time and general management skills.
8. Ability to work independently, and as part of a team.
9. Ability to lift up to 35 lbs./16 kilos in weight (car seats, transporting equipment & supplies) – using proper lifting methods
10. Will follow correct ergonomics when working – computer, keyboarding
11. First Aid Certificate – Standard and CPR.
12. Food Safe Certificate considered an asset.

EDUCATION

Bachelor's degree or a minimum of a diploma in related social services field plus one (1) year of recent work experience that is relevant to women, children and families living in conditions of risk.

CONDITIONS OF EMPLOYMENT:

1. Valid BC driver's license; personal vehicle in good working condition, with recommended insurance coverage per agency policy (business insurance).
2. Successful Driver's abstract.
3. Successful reference checks.
4. Educational verification.
5. Attorney General Criminal Record Check.
6. First Aid Certificate- standard/CPR.

With my signature below "I acknowledge that I have read, understand and agree with this job description and requirements; and that I am capable of completing and performing all of the stated conditions of employment".

Employee Name: _____

Signature

Date

Supervisor/Program Manager Name: _____

Signature

Date