



Provincial Job Description

TITLE:
**(047) Community Outreach &
Education Worker**

PAY BAND:
12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides support through a range of programs/services including counseling and community awareness/development to help clients achieve mental and emotional balance to meet the needs and challenges of daily living.

QUALIFICATIONS:

- ◆ Aboriginal Social Work certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Ability to work independently
- ◆ Interpersonal and communication skills
- ◆ Ability to communicate in a cross-cultural setting, where required by the job
- ◆ Valid drivers license, where required by the job

EXPERIENCE:

- ◆ Previous: No previous experience.

KEY ACTIVITIES:

A. Education And Outreach

- ◆ Provides individual case management and education (e.g., pre-natal care, post-natal care, birth control, parental care, nutrition, substance abuse).
- ◆ Investigates concerns and advocates on behalf of clients.
- ◆ Participates in school outreach programs.
- ◆ Follows crisis intervention protocols (e.g., child abuse, suicide).
- ◆ Assists Social Services staff.
- ◆ Assists with public health screening activities.
- ◆ Identifies needs; plans and provides workshops for clients.
- ◆ Participates in planning, coordinating and evaluating community outreach programs.
- ◆ Coordinates services between community agencies.
- ◆ Performs health promotional activities.
- ◆ Coordinates volunteers.

B. Administration

- ◆ Documents/charts activities and prepares statistical reports.
- ◆ Prepares funding proposals (e.g., grant applications).
- ◆ Refers clients to other agencies, as required.
- ◆ Provides input into policies and procedures as necessary.
- ◆ Assists with preparation and submission of budgets for programs.
- ◆ Performs basic clerical and reception duties, where related to the job.
- ◆ Assists clients with applications for resources (e.g., Health Card numbers, SIN numbers).
- ◆ Coordinates travel arrangements (e.g., health appointments).
- ◆ Prepares billings, as required.

C. Related Key Work Activities

- ◆ Performs related minor caretaking duties.
- ◆ 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.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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