



# *Provincial Job Description*

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***TITLE:***  
**(175) Resource Room Facilitator**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***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:***

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***SGEU:***

***SAHO:***

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***Date: June 7, 2011***