



Provincial Job Description

TITLE:
**(230) Healthy Lifestyles Program
Assistant**

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Assists the project coordinator and nutritionist in implementing and delivering a program for at risk prenatal and postnatal women to achieve better health for themselves and their children.

QUALIFICATIONS:

- ◆ Grade 12

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Communication, organizational and interpersonal skills
- ◆ Ability to work independently
- ◆ Basic cooking skills
- ◆ Valid drivers license

EXPERIENCE:

- ◆ Previous: No previous experience.

KEY ACTIVITIES:

A. Preparation

- ◆ Assists with planning menus.
- ◆ Creates grocery list and shops for groceries.
- ◆ Packs needed resources for session (e.g., recipes, linens, educational materials, containers) and travels to site.
- ◆ Schedules taxis for clients.
- ◆ Liaises with project coordinator and nutritionist regarding particular session requirements.
- ◆ Contacts referred clients, provides information and invites them to attend project.

B. On-Site Assistance

- ◆ Assists in setting up site to facilitate cooking in small groups.
- ◆ Assists with food preparation.
- ◆ Provides information regarding food safety, good nutrition, creative cooking.
- ◆ Prepares food for women to take home.
- ◆ Cleans up site and adjusts inventory records.
- ◆ Ensures that cooking and instructing can be accomplished simultaneously.

C. Data Collection

- ◆ Maintains Individual Client Questionnaires (ICQ's) required by funding body, assigns numbers, tallies information.
- ◆ Makes ICQ's available to nutritionist, coordinator and other staff, as required.
- ◆ Ensures clients fill out registration forms.
- ◆ Fills out monthly form tallying grocery expenditures.

D. Maintain Resources

- ◆ Files (e.g., recipes, ICQ's).
- ◆ Photocopies recipes, forms, educational material.
- ◆ Manages and replenishes inventory of stores, moves groceries from one site to another, keeps records of stock at each site.
- ◆ Receives and stores linen, containers and bags.
- ◆ Orders bus tickets for client transportation.
- ◆ Maintains store of donated materials.
- ◆ Shops for non-grocery items (e.g., cooking equipment, cleaning supplies).
- ◆ Validates taxi, grocery and courier expenditures.
- ◆ Maintains petty cash account and keeps supporting records.

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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