



Provincial Job Description

TITLE:
**(343) Young Parent Mentoring
Program Assistant**

PAY BAND:
7

FOR FACILITY USE:

SUMMARY OF DUTIES:

Assists with the coordination of the Young Parent Mentoring Program.

QUALIFICATIONS:

- ◆ Grade 12

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Interpersonal, organizational and communication skills
- ◆ Ability to work independently

EXPERIENCE:

- ◆ **Previous:** Twelve (12) months previous related life skills/volunteer experience (e.g., culture/recreation, service clubs, recreational) or experience with Family Services.

KEY ACTIVITIES:

A. Volunteer Coordination

- ◆ Assists with recruitment, screening and evaluation of volunteers.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- ◆ Provides guidance and support for volunteers.
- ◆ Links volunteers to community resources (e.g., government and non-government agencies).

B. Program Delivery

- ◆ Assists with program promotion (e.g., development and distribution of program material).
- ◆ Assists with client intake process (e.g., completion of forms).
- ◆ Assists with matching clients to volunteers for mentoring.
- ◆ Assists with evaluation of client/volunteer matches.
- ◆ Assists with the ongoing monitoring of services by maintaining contact with clients and volunteers.
- ◆ Assists in planning and facilitation of supportive and educational groups for clients.
- ◆ Liaises with various groups and referral agencies (e.g., Social Services, Education, Health).
- ◆ Provides input into development of policies and procedures.

C. Related Key Work Activities

- ◆ Performs clerical duties (e.g., mail, answer telephone, file, word processing).
- ◆ Gathers and submits information for client files.
- ◆ Contributes to development and production of newsletters.

DRAFT

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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