



Provincial Job Description

TITLE: (344) Young Parent Mentoring Program Coordinator
PAY BAND: 14

FOR FACILITY USE:

SUMMARY OF DUTIES:

Coordinates a community-based young parent mentoring program.

QUALIFICATIONS:

- ◆ Aboriginal Social Work certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Interpersonal and communication skills
- ◆ Organizational and leadership skills
- ◆ Knowledge of family service issues

EXPERIENCE:

- ◆ **Previous:** Twelve (12) months previous experience in coordinating volunteer services and/or programs and assessments with an at-risk population.

KEY ACTIVITIES:

A. Volunteer Coordination

- ◆ **Recruits and screens volunteers.**
- ◆ **Provides orientation and training programs for volunteers.**
- ◆ **Provides supervision, support and evaluations for volunteers.**
- ◆ **Arranges volunteer recognition programs.**

B. Program Coordination

- ◆ **Provides intake of clients through an interview process.**
- ◆ **Conducts and assesses client needs and matches to volunteer skills for mentoring.**
- ◆ **Performs ongoing evaluation of client/volunteer matches.**
- ◆ **Develops, maintains and adjusts care plans.**
- ◆ **Develops/arranges programs/education to meet client needs.**
- ◆ **Plans and implements activities for volunteers and clients.**
- ◆ **Maintains client records.**
- ◆ **Advocates on behalf of client.**
- ◆ **Facilitates support groups for clients, where required.**
- ◆ **Liaises with other professionals (internal and external) to assist in meeting the needs of clients.**
- ◆ **Develops policy and procedure manuals.**
- ◆ **Provides counseling for clients, where required.**

C. Program Promotion

- ◆ **Develops promotional materials for public awareness.**
- ◆ **Provides public presentations on programs.**
- ◆ **Develops newsletters for distribution.**

D. Related Key Work Activities

- ◆ **Maintains program statistics and develops reports.**
- ◆ **Assists in coordinating housing and assists in family moves, where required by the job.**
- ◆ **Organizes child care and transportation, where required by the job.**

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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