Provincial Job Description

TITLE:
(414) Community Program Builder

PAY BAND:
9

FOR FACILITY USE:

SUMMARY OF DUTIES:

The Community Program Builder works collaboratively with diverse and marginalized community members and organizations to facilitate eventual transition from program supports to self empowerment, independence and community connections.

QUALIFICATIONS:

- **Grade 12**

KNOWLEDGE, SKILLS & ABILITIES:

- **Basic computer skills**
- **Knowledge of poverty issues**
- **Interpersonal skills**
- **Organizational skills**
- **Communication skills**
- **Ability to work in a group setting**
- **Valid driver's license, where required by the job**

EXPERIENCE:

- **<u>Previous:</u> Twelve (12) months previous related life skills/experience (e.g., culture/recreation, service clubs, inner city/community or school programs) or experience working with family services or social services.**

KEY ACTIVITIES:

A. Community Program Building and Healing

- **Participates in an asset based approach to identify strengths and needs.**
- **Participates in the development of strategies to address the issues and/or needs of clients, family and community related to basic needs education, support mechanisms and healing initiatives.**
- **Assists community members in developing strategies to self advocate.**
- **Assists in the identification and development of strategies to improve/enhance community based leadership (e.g., community peer based leaders).**

B. Service Referral and Community Resources

- **Accesses and works with relevant partners to develop a list of translators (e.g., Aboriginal, refugees, immigrants and new Canadians).**
- **Assists community members in accessing appropriate translation services.**
- **Assists community members in accessing relevant health related community supports, agencies and services (e.g., Elders, religious organizations, Child and Youth specialist services, Addiction counselling, parenting support, Good Food Box, health centres, child health clinics).**
- **Promotes and refers individuals to other programs, resources and services (e.g., religious/cultural organizations, after school programs, child health clinics, Open Door Society, Child Hunger Education Program, Quint Development, Friendship Inn).**
- **Provides support/information on accessing transportation (e.g., bus routes, taxicab services, volunteer drivers).**

C. Provision of Health Related Information

- **Under the guidance of the Program manager and working closely with the public health nurses develops, maintains and participates in effective communication initiatives with community members (e.g., pamphlet handouts, home visits, follow up visits, clinics, seminars).**
- **In consultation with public health nurses, provides basic health and wellness information to community members (e.g., infant care and feeding, breast feeding, injury prevention, immunization, smoking cessation).**
- **Assists public health nurse in obtaining consent to care (e.g., immunization of children)**
- **Provides support and guidance, where required, to community members to provide family health initiatives (e.g., holistic family wellness, priority of basic needs).**

D. <u>Related Key Work Activities</u>

- **Assists in maintaining agency resources (e.g., educational material, pamphlets, posters).**
- **Receives and makes telephone calls to/from community members, professionals, agencies and general public.**
- **Collects, maintains and files accurate records and statistics of contacts and services.**
- **Submits reports as requested by the Program Manager.**

The above statements reflect the general details considered necessary to describe the principle 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:***
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Dated: November 18, 2026