



Provincial Job Description

TITLE:
**(343) Parent Mentoring
Program Worker**

PAY BAND:
10

FOR FACILITY USE:

SUMMARY OF DUTIES:

Implements the community-based Parent Mentoring Program. Recruits, screens, trains and evaluates volunteer parent mentors. Plans and facilitates educational and support groups for program participants. Liaises with community groups and referral agencies to enhance services and promote the program.

QUALIFICATIONS:

- ◆ **Grade 12**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Interpersonal, organizational and communication skills**
- ◆ **Group facilitation skills**
- ◆ **Ability to work independently**
- ◆ **Ability to communicate in a cross-cultural setting**
- ◆ **Valid driver's license (where required by the job)**

EXPERIENCE:

- ◆ **Previous: Twelve (12) months previous experience working with volunteers and in the human services field.**

KEY ACTIVITIES:

A. Volunteer Development and Coordination

- ◆ **Recruits, screens, trains and evaluates volunteer mentors.**
- ◆ **Provides guidance and support to volunteers.**
- ◆ **Performs home visits for participants to facilitate development of mentors.**
- ◆ **Assists the Mentoring Program Coordinator in maintaining a current training manual.**
- ◆ **Handles sensitive, difficult situations.**

B. Program Delivery

- ◆ **Assesses program participant eligibility and needs.**
- ◆ **Matches clients with parent mentors.**
- ◆ **Maintains contact with the client and mentor to evaluate match and ensure identified needs are met.**
- ◆ **Partners/liaises with other programs and agencies to provide appropriate services.**
- ◆ **Plans and facilitates educational and support groups for participants.**
- ◆ **Links mentors and clients with other community resources (e.g. informal supports, government and non-government agencies).**
- ◆ **Delivers public presentations about the program.**
- ◆ **Supports clients in locating housing, childcare and medical care.**

C. Related Key Work Activities

- ◆ **Adapts program materials to suit low literacy levels.**
- ◆ **Performs clerical duties (e.g., mail, fax, yearly and month end statistical reports).**
- ◆ **Provides input into development of program promotional materials (e.g. monthly newsletter).**

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:

SGEU:

SAHO:

Date: May 8, 2012