



Provincial Job Description

TITLE: (344) Mentoring Program Coordinator **PAY BAND:** 12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Supporting families through a community-based mentoring program.

QUALIFICATIONS:

- ◆ Allied Health diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Interpersonal skills
- ◆ Communication skills
- ◆ Organizational skills
- ◆ Leadership skills
- ◆ Knowledge of youth and/or family service issues
- ◆ Knowledge of various cultures and traditions
- ◆ Ability to work independently
- ◆ Valid driver's license, where required by the job

EXPERIENCE:

- ◆ **Previous:** Twenty-four (24) months previous experience in program administration, coordinating volunteer services and/or programs and assessments with an at-risk population.

KEY ACTIVITIES:

A. Program Coordination

- ◆ Provides intake of clients through various processes.
- ◆ Connecting support and appropriate resources and programs.
- ◆ Determines client needs and matches with mentor.
- ◆ Develops, maintains and adjusts care plans.
- ◆ Refers/recommends programs/education to meet client needs.
- ◆ Plans, promotes and implements activities.
- ◆ Maintains client records.
- ◆ Advocates on behalf of client.
- ◆ Facilitates support groups for clients.
- ◆ Liaises with other professionals to assist in meeting the needs of clients (e.g., personal enhancement, education, nutrition, recreation).
- ◆ Provides input into the development of policy and procedure manuals.
- ◆ Provides access to counselling for clients.
- ◆ Delivers workshops to clients (e.g., on site, classrooms, community centres).
- ◆ Facilitates transition to early learning programs.
- ◆ Provides parent workshops.

C. Program Administration

- ◆ Develops promotional materials for public awareness.
- ◆ Provides public presentations on programs.
- ◆ Maintains program statistics and develops reports.
- ◆ Monitors, reviews and authorizes expenditures within assigned budget.

D. Related Key Work Activities

- ◆ Provides support, guidance, advocacy and assistance to access community services and resources.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

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: December 14, 2021