



Provincial Job Description

TITLE:
**(515) Parent & Youth Outreach Worker
Supervisor**

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides supervision and administration of the Kids First intervention program.

QUALIFICATIONS:

- ◆ Youth Care Worker diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Leadership skills
- ◆ Knowledge of childhood development
- ◆ Ability to work with culturally sensitive issues
- ◆ Ability to work independently
- ◆ Valid driver's license

EXPERIENCE:

- ◆ **Previous:** Twenty-four (24) months previous experience working in a related program to consolidate knowledge and skills.

KEY ACTIVITIES:

A. Supervision / Administration

- ◆ Supervises, prioritizes work load and schedules staff.
- ◆ Provides input into staffing, performance evaluations and performance reviews.
- ◆ Familiarize new employees with the work area and process.
- ◆ Determines staff educational and training needs; coordinates in-services and attendance at conferences and workshops.
- ◆ Participates in the development of policies and procedures for approval.
- ◆ Participates in the development, implementation and evaluation of clinical guidelines.
- ◆ Analyzes and troubleshoots unusual problems (e.g., efficient client flow).
- ◆ Works with clinical teams and support staff to ensure efficient client flow.
- ◆ Ensures staff compliance with policies/procedures.
- ◆ Acts as liaison with other departments, outside agencies and the general public.
- ◆ Develop and maintain participant statistical data.

B. Education / Training

- ◆ Develops, coordinates and conducts education and training for Parent and Youth Outreach Workers
- ◆ Coordinates the development of educational materials for distribution to clients.

C. Quality Improvement and Evaluation

- ◆ Participates in quality improvement and evaluation activities.
- ◆ Assists with research, statistics and outcome management.

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 12, 2017