



Job Description

Position	Community Outreach Worker – Intern position 1-year contract
Reports to	Program Manager
Effective Date	November 2020

JOB SUMMARY

Our Kids Count empowers individuals to build stronger families and inclusive communities by enhancing people’s lives through personal growth and development.

As part of the OKC team working together with the Planning team and the Community Support worker, the outreach working will:

- provide opportunities for families in need of support to identify their needs and to develop strategies to respond to those needs within a community development model.
- promote the development of leadership and peer helper skills and provide the necessary support enabling peers to practise and carry out these new skills.
- be under the supervision of the Program Manager but will be expected to work independently with clear guidelines defining their role.

OKC involves families in all aspects of program planning, implementation, and evaluation.

PRIMARY RESPONSIBILITIES

- Work with the Planning Team and Community Support Worker to identify and develop their skills as a managing Board
- Promote the community development process and provide opportunities to build a stronger sense of community.
- Ensure that our outreach tool of door-knocking is implemented on a regular basis to identify families in need of support and to explore the issues facing families with young children and following up on those contacts
- Respond to identified needs by providing programs and activities that people have identified
- Work directly with the Community Support Worker and Planning Team to plan, implement, and evaluate programs and activities
- Model positive communication and problem-solving strategies
- Ensure the resource centres maintain healthy standards of cleanliness and repair
- Link with community resources when appropriate
- Provide the participants with opportunities to develop skills that promote their children’s health as well as build a stronger sense of community
- Work in partnership with other staff for program delivery
- Identify and refer families to other community supports as required re: counselling, anger management, mental health
- Maintain centre documentation
- Bring families together to get to know their community
- Engage families in programs that they have identified that they would like to have

- Work closely with the Community Support Worker to develop programs for families and share resources.
- Networking in the community area to build new relationships with families
- Planning events in the community
- Assist with programs (cooking classes with adults and teens, crafts, virtual programs)
- Building partnerships with other community organizations (organizing meetings, setting agendas, and looking for new untapped opportunities).

EDUCATION/EXPERIENCE

- Degree or diploma in health promotion, social services, group facilitation, adult education, community development, Native Child and Family, Early Childhood Education
- Must not have been employed in a job related to their education

SKILLS & ABILITIES

- good communication and interpersonal skills
- strong organizational skills
- a positive attitude and an ability to make people feel comfortable at the door
- respect for families on a limited income and sensitivity to their issues
- responsive to the needs of a multi-cultural and diverse community
- respect for and maintenance of confidentiality
- ability to work independently
- must be dependable
- flexible

CONDITIONS OF EMPLOYMENT

- Must be able to work flexible hours
- Car and valid driver's license 2 Million Liability
- Criminal Records Check Vulnerable Sector

ASSETS

- First Aid & CPR
- Mental Health First Aid
- Safe Talk Training
- Safe food handling

REVIEWED BY

EXECUTIVE
DIRECTOR

Date

PROGRAM
MANAGER

Date

04/10/2020