



SYME WOOLNER NEIGHBOURHOOD & FAMILY CENTRE

EARLY-ON PROGRAM SUPPORT WORKER

REPORTS TO: Program Manager
CATEGORY: Part-time- 28 HOURS WEEKLY
SALARY RANGE: (TO BE CONFIRMED)
LOCATION: 69 Pritchard Avenue

JOB SUMMARY

The Program Support Worker is responsible for providing a supporting role in the EarlyON program. The practice of the Program support worker is guided by the agency's standards (policies & procedures) and relevant legislation including the professional standards and ethics

SPECIFIC RESPONSIBILITIES

1. Support the EarlyON Program (85%)

- Working in close collaboration with the EarlyON program Facilitator and Children & Program Manager and provides support for the successful implementation of the EarlyON programming.
- Works and coordinate with the EarlyON facilitator in identifying families in need of additional supports
- Participates in facilitating EarlyON programming twice a week
- Develop and plan EarlyON parents and caregiver activities in consultation with the EarlyON facilitator
- Acts as support staff when a specific program service is under staffed in the Department of Children and Youth
- Provide information, inter and intra agency referrals and access to resources to service users

2. Other (15%)

- Attends regular staff meetings
- Provides other support as assigned

3. Expected Professionalism

- Must be able to demonstrate willingness to work cordially with colleagues and integrate into a team
- Ability to adhere strictly to directives and instructions from supervisor/s
- Able to communicate pleasantly and professionally with staff and clients
- Demonstrate professional attitude at all the times at the workplace
- First Aid Certificate (Must have before first day of program)