



TRAIL FAMILY AND INDIVIDUAL RESOURCE CENTRE SOCIETY

WORKING WITH FAMILIES FOR A STRONG COMMUNITY

2079 COLUMBIA AVENUE TRAIL BC V1R 1K7 PHONE: 250-364-2326 FAX: 250-364-1255 www.trailfair.ca

INTERNAL / EXTERNAL POSTING

PROGRAM COORDINATOR - PREGNANCY OUTREACH PROGRAM

Trail FAIR Society is accepting applications for a Program Coordinator for the Pregnancy Outreach Program. This position is 16 hours per week and is paid at FAIR Wage Grid Level 14 (\$23.65 - \$27.56 per hour) plus benefits as per FAIR policy. This position reports to the Executive Director.

Job Summary:

The purpose of the program is to support pregnant women and new parents in making healthy pre- and post-natal decisions and to provide information about nutrition, breast feeding and other issues related to the health of babies. This is accomplished through a weekly drop-in education and support group plus outreach support which is provided by the Program Coordinator with support from the Program Assistant.

Program Coordinator's role:

- Conduct intake interviews, provide one-to-one and group support opportunities
- Provide opportunities to build peer to peer informal support networks among participants
- Support and supervision of program staff and / or volunteers
- Engagement with community partners for education presentations at group and for referral information
- Narrative and statistical reports as required by the funder and agency
- Program budget management
- Program file maintenance
- Yearly program renewal application including Project Logic Model of program deliverables
- Ensuring program representation at relevant committees and tables

Education:

- R.N., Registered Nutritionist, or B.S.W.
- Combinations of relevant education and experience will be considered



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Experience:

- Adult counseling or support work, ideally including work with women around pregnancy and / or parenting of young children
- Group facilitation
- Staff supervision a strong asset

Knowledge of:

- Nutritional needs of infants and of pregnant and nursing women
- Environmental and other factors affecting pregnancy
- Optimum environments for new babies and of the factors (social / economic and other) that create challenges for new parents
- Child Protection Legislation
- Effective group facilitation
- Community resources available for pregnant women and new parents

Skills and Abilities

- Ability to provide a supportive environment to program participants, staff and volunteers
- Adequate computer skills and proficiency in Office products such as Excel, Word, and Outlook as well as experience working within a network system
- Strong oral and written communication skills including the ability to promote the program in the community and write reports

Applications should be submitted to Janet MacNeil, Executive Director at jmacneil@trailfair.ca. Closing date for this position is Monday, December 21, 2020.

Note: All positions at Trail FAIR are subject to satisfactory clearance results from the *Provincial Ministry of Justice Security Programs Division Criminal Records Review Program*.