



**INTERNAL / EXTERNAL POSTING: PREGNANCY OUTREACH PROGRAM  
BUILDING BEAUTIFUL BABIES PROGRAM ASSISTANT**

Trail FAIR Society has an opening to join its Pregnancy Outreach Program (POP). We are accepting applications for a Program Assistant.

**WHY JOIN THE FAIR TEAM?**

We strive to attract, retain and motivate talented people to attain our vision of strengthening communities by providing customized tools and resources to overcome individual obstacles and family challenges. FAIR offers many opportunities for growth and advancement within the agency. Our total compensation plan includes a benefits package that represents our commitment to employee health and wellness and includes (as applicable per FAIR policy and plan rules):

- paid vacation leave
- paid sick leave (at 100%)
- paid birthday hours off in the month of your birthday
- 12 statutory holidays per year
- compressed work week upon approval
- Municipal Pension Plan
- Extended Health and Welfare benefits

**PROGRAM ASSISTANT – BUILDING BEAUTIFUL BABIES GROUP**

This is an ongoing placements of 7 hours per week from September to June; the days and times are to be determined in consultation with the Program Coordinator. Remuneration is at FAIR Wage Grid level 9 (\$17.67 - \$20.57 per hour) plus benefits as per FAIR policy. This position reports to the Pregnancy Outreach Program Coordinator.

**JOB SUMMARY**

Works collaboratively with the Program Coordinator and community service partners to inform and support pregnant women and new mothers in making healthy pre- and post-natal decisions about nutrition, breast feeding and other issues related to the health of their babies. Plans nutritious meals, grocery shops and prepares the meal for the drop in group. Engages in supportive interactions with group members so as to re-enforce life skills, including positive parenting styles. Provides occasional assistance with group facilitation.



### QUALIFICATIONS

- Food preparation – Food Safe an asset, must be prepared to take Food Safe
- Strong organizational, time management and interpersonal skills
- Excellent communications skills: active listening, non-judgmental, client-centered
- Knowledge of infant development
- Knowledge and understanding of poverty issues
- Knowledge of pre-natal health issues and pre-natal nutrition
- Knowledge of substance use issues (especially as it applies to pregnancy)

Applicants should submit a cover letter and resume to Janet MacNeil, Executive Director, by email at: [jmacneil@trailfair.ca](mailto:jmacneil@trailfair.ca). These postings will remain open until filled. Only short-listed applicants will be contacted.

**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*.