

**UNITED NATIVE FRIENDSHIP CENTRE
JOB DESCRIPTION**

CANADA PRENATAL NUTRITION PROGRAM

A. Position: *Canada Prenatal Nutrition Worker*

B. Immediate Supervisor: Early Learning Program Lead

C. Position Summary:

Employed by the United Native Friendship Centre, responsible to the policies and directions as determined by the UNFC Board of Directors and Executive Director, under the supervision of the Program Director and direct daily supervision of the Early Learning Program (ELP) Lead.

The CPNP Worker will ensure that the goals and objectives and overall policy of the Canada Prenatal Nutrition Program are adequately met. To provide support, nutrition counselling, food supplements, education referrals, and counselling to at-risk pregnant women that is culturally appropriate for Aboriginal women and their babies up to six-months of age that live off-reserve.

D. Job Duties and Responsibilities:

1. Implement programs for preparation for labour and birth.
2. Provide direct service and support to Aboriginal women in areas such as home visits, hospital visits, post-natal care and breast-feeding practices.
3. Encourage father involvement in CPNP programs as well as the development of fathering initiatives.
4. Work with clients in areas of culture, crafts and traditions.
5. Planning, organizing and implementation of all activities and tasks relating to the CPNP program.
6. Provide support for adequate and nutritious food through community activities such as collective kitchens, community gardens, etc.
7. Documentation of the methodology and results of each activity.
8. Present himself/herself as a positive role model within the community.
9. Promote the mandate of the CPNP program.
10. Responsible for scheduling three-month, six-month and annual performance reviews and evaluations with ELP Lead.
11. Identify training and professional development needs, as required.
12. Perform other such duties as may be assigned from time-to-time. Shall mean doing or causing to be done the functions and related tasks specified.

E. Accountability:

1. Daily tracking of activities/client statistics.
2. Establish ongoing client intake process.
3. Prepare and submit quarterly UNFC newsletter items.
4. Prepare and submit a monthly report for the UNFC Board of Directors.
5. Prepare and submit program evaluation reports and annual narrative reports to the funding sources as required.
6. Work as a team member with the Community Action Program for Children and the Healthy Babies Healthy Children Program.

F. Qualifications:

- Relevant college accreditation
- Minimum of three experience working in the area of job specifications
- Superior oral and written communication skills
- Knowledge of Aboriginal culture and traditions
- Past experience working with Aboriginal people
- Ability to work as a team player
- Computer knowledge an asset
- Ability to work flexible hours
- Must possess a valid driver's license.

G. Performance Objectives:

1. The ability to assist in coordinating program activities.
2. The ability to increase and develop program skills.
3. Good writing skills.
4. Good planning and organizing skills.
5. Leadership and motivation skills.
6. Communication skills.
7. Problem-solving skills.
8. Knowledge of the Ojibway language and culture.

H. Job Specifications:

The support worker will work in cooperation with the other program workers and ELP Lead to include the following components in their program planning:

1. *Program Components and Core Standards:*

- The Prenatal Nutrition Program's goal is to deliver community-based, culturally relevant programs for "at-risk" Aboriginal women living off-reserve to improve the health of both mothers and their babies up to six-months of age.
- Cultural development and retention.
- Maternal Health

- Infant development and nutrition.
- Parenting/caretaking skills.
- Community and program development; delivery, administration.
- Provide prevention programs for high risk families with respect to issues of fetal alcohol effect/syndrome.
- Provide direct service and support to single parent families with respect to issues such as child development, infant stimulation, and pre/post natal nutrition.

2. Information:

- Maintain contact with community agencies, families and groups.
- Respond to information requests regarding Program.
- Maintain information and resource materials beneficial to programme users.
- Update and/or maintain program health and safety procedures on a regular basis.
- Ensure all UNFC policies are accessible to program staff i.e. personnel, financial, travel, program management, file maintenance policies, code of ethics, program procedures and guidelines.
- Maintain regular and effective verbal and written communication with the ELP Lead.

3. Administration:

- Maintain up-to-date and confidential client record keeping system.
- Participate in CPNP program evaluations.

4. Professional Development:

- Participate in OFIFC training sessions as required.
- Access OFIFC field support as required.
- Identify training and professional development needs as required.

J. EVALUATION:

The position will be evaluated after completion of a six-month probationary period and on an annual basis thereafter. It will be based on the UNFC Standard of Performance and specific goals of the program as agreed upon by the Board of Directors and the Executive Director. In addition to these, regular formal assessment evaluations will be an ongoing process.

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