

**UNITED NATIVE FRIENDSHIP CENTRE
JOB DESCRIPTION**

Position Title: Canada Prenatal Nutrition Program Worker	Date Created: January 1, 2008
Job Class 3	Date Amended: July 17, 2019

A. POSITION: CANADA PRENATAL NUTRITION PROGRAM WORKER

B. Immediate Supervisor: Early Learning Program Lead

C. Position Summary: The Prenatal Nutrition Program Worker is accountable to the United Native Friendship Centre and responsible to the policies and direction as determined by the UNFC Board of Directors and Executive Director. The CPNP Worker will ensure that the goals and objectives and overall policy of the Canada Prenatal Nutrition Program are adequately met. Providing support, nutritional counselling, educational referrals and counselling to at-risk pregnant women that is culturally appropriate for Urban Indigenous women and their babies up to six months of age.

D. Qualifications:

- Relevant education/training and/or working experience (minimum 3 years) in the area of job specifications
- Understanding and experience working with the Indigenous culture and using this knowledge with a community minded approach
- Superior oral and written communication skills
- Computer knowledge and experience is mandatory
- Proficient in program planning, development and implementation
- Work effectively within a team environment as well as independently
- Network with partners in other Agencies
- Must possess a valid G driver's license
- Knowledge of the Anishinaabe language is considered an asset
- Must provide a satisfactory vulnerable sector and criminal reference check

E. Job Specifications:

The Prenatal Worker will work in cooperation with the other program staff 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" Urban Indigenous women to improve the health of both mothers and their babies up to six months of age.
- Planning, organizing and implementation of all activities and tasks relating to the CPNP program.
- Provide support for adequate and nutritious food through community activities such as collective kitchens, community gardens, etc.
- Continued cultural development and retention.
- Implement programs for preparation and support for labour and birth.
- Provide direct service and support to Indigenous women in areas such as home visits, hospital visits, post-natal care and breast-feeding practices.
- Encourage father involvement in CPNP programs as well as the development of fathering initiatives.
- Perform other such duties as may be assigned.

2) Information/Resources:

- Maintain contact with community agencies, families and groups.
- Respond to information requests regarding the program.
- Maintain information and resource materials beneficial to program utilizers.
- Update and /or maintain program health and safety procedures on a regular basis.
- Maintain regular and effective verbal and written communication with the Early Learning Program Lead.
- Promote the mandate of the CPNP program.

3) Administration:

- Maintain up-to-date and confidential client intakes and record keeping.
- Prepare and submit quarterly UNFC newsletter items.
- Prepare and submit a monthly report for the UNFC Board of Directors.
- Prepare and submit quarterly reports and quarterly program work plans to supervisor.
- Prepare and submit program evaluation reports and annual narrative reports to funding sources as required.
- Participate in CPNP program evaluations.

- Work as a team member with the Community Action Plan for Children and the Healthy Babies, Healthy Children Programs.

4) Professional Development:

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

F. Accountability:

- Daily tracking of activities/client statistics.
- Maternal/Paternal health education.
- Infant development and nutrition.
- Supporting healthy 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.

G. Evaluation:

The position will be evaluated after completion of 3 and 6 month probationary periods and then on an annual basis thereafter. It will be based on the UNFC standards 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.