



<b>Title:</b>	Client Resource Worker / Program Coordinator
<b>Location:</b>	Woodstock Care Centre
<b>Reporting to:</b>	Care Centre Director
<b>Hours / Wages:</b>	Part Time ; 19.5 hours per week Tuesdays - Thursdays

## **Job Description**

### **Charity Description:**

In the conviction that life is a gift from God, Beginnings provides services related to pregnancy, parenting and adoption. Our Care Centres exist to build strong families in our community. We do so by nurturing compassionate and non-judgemental relationships with individuals and families in need, empowering them through access to FREE vital pregnancy and parenting resources that are practical, educational and supportive.

### **Job Summary:**

To serve under the direction of the Care Centre Director and to ensure that pregnancy counselling is provided by the centre in an efficient, compassionate manner, and in accordance with the policies and procedures outlined by Beginnings Family Services. The Client Resource Worker/Program Coordinator's role is to develop and facilitate programming offered through the Centre and to support clients (in groups and on an individual basis) through their pregnancy and parenting by using counselling skills and knowledge in establishing a relationship with the client.

### **Major Duties and Responsibilities:**

#### **Program Planning and Development**

- Develop and deliver education presentations for school based settings and through community organizations and youth groups
- Research and explore issues relating to teen culture and demographics in delivering specific messages and information to target groups
- Oversee facilitation of weekly Moms Group
- Responsible for coordination of volunteers for guest presenters, childcare assistance, snack schedule, etc. for other programs
- Oversee and facilitate parenting programs in coordination with various community partners
- Investigate and implement new forms of programming (in-person or virtual) including workshops, presentations and groups based on needs of clients and community at any given time

### **Client Services**

- Provide individual support counselling and advocacy to clients related to pregnancy and parenting needs
- Identify areas of concern and provide referrals to necessary agencies for client support
- Adhere to Duty to Report guidelines and consult with the Care Centre Director/Director of Education around the safety and wellbeing of a child or unborn baby
- Report risk or protection concerns to the local child welfare agency and provide ongoing follow up as required
- Evaluate, select and maintain necessary educational materials and resources for client use
- Advise and consult with other staff and volunteers regarding client support and care
- Administer pregnancy tests with clients, and assist with maintenance of care closet and emergency supplies for clients

### **Administration**

- Regular attendance at Beginnings staff meetings and Advisory committee meetings (when involvement is requested)
- Maintenance of client files and records, according to stats and record keeping practices established by Director
- Provide regular report of work activity and service to clients (verbal and written), with frequency of reporting to be determined by Director
- Liaison with other individuals, organizations, and community service providers in support of and advocacy for clients
- Involvement with other committees and meetings, where required by the Director

### **Other Duties**

- Provide support to Director in assisting with training and orientation of staff and volunteers to work of Beginnings (i.e., overseeing their work when in the office)
- Represent the organization at community coordination meetings when the need arises
- Support with organization and implementation of various fundraising events (i.e., Baby Bottle Campaign, February Fundraiser, Annual Banquet, etc.)
- Assist with increasing public awareness of Beginnings through church presentations, public speaking engagements, advertising, community liaison and outreach

### **Qualifications:**

- Formal post-secondary education, training qualifications and/or experience working with families and at-risk populations
- A diploma in social work, community social services; or child and youth care; or related education in mental health and/or sexual health; or an equivalent combination of education, training and experience
- Related work experience with an emphasis on social services, community engagement, pregnancy and parenting, working with marginalized families, etc.
- Counselling experience an asset
- Excellent communication, presentation and social medial skills
- Capacity to take responsibility and initiative, set goals and meet targets
- Ability to work collaboratively
- Strong organizational skills and/or project management experience
- A good working knowledge of programs and resources in the community is an asset
- Experience working in non-profit sector

***Please submit a resume and cover letter specific to this position to  
[info@beginnings.ca](mailto:info@beginnings.ca)***

***Posting Closes: March 20, 2021***

*We thank all applicants for their interest, however only those candidates chosen for  
interviews will be contacted.*

*[www.beginnings.ca](http://www.beginnings.ca)*

Revised: February 17, 2021