

NORFOLK COMMUNITY HELP CENTRE



Community Family Support Worker

Qualifications

- Grade 12 OSSD or equivalent
- Related experience an asset
- Must be fluent in Low German (Plautdietsch)
- Sensitive to the Low German Mennonite culture and faith
- Experience and knowledge of the Mennonite community
- Strong written and verbal communication skills
- Strong organizational and leadership skills
- Knowledge of health and parenting resources an asset
- Full “G” Licence and Clean Vulnerable Sector Police Clearance

Access and Advocacy

- Represent the Norfolk Community Help Centre in all dealings with individuals, agencies, and the public with professionalism and kindness
- Facilitate client access to community services by scheduling appointments and providing transportation when necessary
- Keeping track of all appointments and follow up
- Assist clients in completing paperwork, translate/interpret documents, provide linguistic and cultural interpretations (i.e. medical visits and delivery)
- Attend all medical appointments and provide interpretation and advocacy on behalf of the clients best interests
- Assist at the labour and delivery for clients as an interpreter and support person

Education/Counseling

- Provide appropriate health education as needed to new moms and their children by partnering with local agencies (such as health education exercises, healthy eating, family planning)
- Work with public health & social service agencies to provide appropriate services for moms with children

Program Logistics/Accounts

- Complete monthly progress reports
- Collect descriptive statistics (client contacts/services, mileage, purpose, etc...)
- 20 hours a week, mileage reimbursed
- Two-year contract

Accountability

- Report to the Executive Director