

Nutritious Beginnings Coordinator

Brighter Futures is currently looking to hire for the following positions:

Nutritious Beginnings Coordinator (8 hrs/wk) for the Drayton Valley & Wetaskiwin area

The Nutritious Beginnings Coordinator is responsible for the development, implementation and evaluation of the program, utilizing the principles of community development.

Specific Duties and Responsibilities:

1. Attend monthly Program Steering Committee meetings; communicate with the committee regarding all planned activities, progress and any concerns expressed by clients, staff or members of the community
2. Coordinate program activities
3. Design activities in consultation with partnership agencies to meet the program goals and objectives
4. Collaborate and maintain a close liaison with partnership agencies and community groups to enhance or modify available services and avoid duplication
5. Responsible for program evaluation and preparation of monthly and quarterly statistics, and quarterly reports
6. Seek out new resources for clients and staff
7. Provide leadership to Nutritious Beginnings Facilitators

Qualifications: Superior interpersonal and communication skills, working knowledge of government agencies, the community sector and family systems, ability to design, implement and evaluate programs, leadership and networking skills and a university degree in Social Services, Health or Nutrition and effectiveness in relevant work experience will be considered.

Nutritious Beginnings Facilitator (8 hrs/wk) for the Wetaskiwin area:

The Nutritious Beginnings Facilitator is responsible for the delivery of the Nutritious Beginnings (CPNP) project including case finding, outreach, assessment, home visits, management of client files, referrals to other programs/projects, procuring and distributing resources, and other duties as required.

Specific Duties and Responsibilities:

1. Service Delivery
 - conduct assessments using the CPNP Individual Client Questionnaires
 - conduct risk assessments of clients for referral to appropriate agencies and resources

- provide health counseling appropriate to the needs of the client or family
- assist clients to identify health needs and develop plans for healthy decisions
- distribute resources to clients

2. Program Administration

- document and maintain client records and other information systems
- participate in data collection for program planning and evaluation
- prioritize nursing activities and services in accordance with program goals
- participate in planning, development, implementation and evaluation of client services by attending

Programming Committee meetings

- identify and communicate needs for supplies, resources and equipment to ensure delivery of services

to the Program Coordinator

- report concerns and program developments to the Program Coordinator
- liaison with other health care professionals, persons and community groups for the promotion of the program

3. Other Responsibilities

- maintain current knowledge in practice of community development, public health and nursing

Qualifications: relevant university-level health science degree in Social Services, Health, or Nutrition and be registered within their profession. Previous community experience is desirable. Strong organizational and interpersonal skills are essential, as is the ability to work independently.

Deadline: May 16, 2008

Brighter Futures Box 779, Breton, AB T0C 0P0

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