

Perinatal Programs Support Worker Job Description

This position provides key support to our perinatal support programming. This role will spend 50% time supporting our Empowering Pregnancy and 50% time supporting our Stork Secrets programs.

Duties and Responsibilities

- Provide administrative support with intakes and ongoing case management for our outreach and peer health programs
- Provide logistical support for outreach care closet, including planning, purchasing, as well as arranging pick ups or home deliveries for clients in need
- Attend weekly virtual and in person Stork Secrets sessions out in the community and support with setup/clean up, childminding, and other tasks as needed
- Post relevant resources and research based information to social media (mostly Facebook)
- Support clients with systems navigation
- Greet and assist walk-ins at Kitchener office
- Support registration process for new prenatal programming and attend sessions as needed
- Update information in SHORE's electronic Client Health Records system
- Schedule interpretation services as needed
- Track and enter relevant statistics in applicable programs and forms
- Participate in regular staff and team meetings
- Adhere to all SHORE Centre policies and procedures
- Other duties as assigned

Qualifications

- **As this is a Canada Summer Jobs funded position - applicants must meet eligibility requirements*.**
- Committed to SHORE Centre's mission, vision, and values and to building an inclusive workspace, including striving to be anti-racist, accessible, 2SLGBTQIA+ positive, aware of class dynamics and power/privilege
- Explicitly support choice and reproductive rights
- Exceptional time management and organization skills
- Strong problem-solving skills
- Exceptional teamwork skills, as well as the ability to work independently
- Strong communication skills, and understanding of how to respond to clients in distress
- Good working knowledge of local community resources and referral processes
- Comfort using Canva or similar program would be an asset
- Demonstrated ability to be flexible and adaptable to change in a fast-paced work environment and tasks

- High ethical standards and strict adherence to confidentiality
- Valid drivers license and access to reliable vehicle would be considered an asset for this position

Canada Summer Jobs Eligibility Requirements

- be between 15 and 30 years of age at the start of the employment*;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment**; **and**,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

*The applicant must be 15 years of age at the beginning of the employment period. The applicant may be more than 30 years of age at the end of the employment period as long as the applicant was 30 at the beginning of the employment period.

**International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Applicants awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible.

Working Conditions

Regular office hours are Monday to Friday 9:00-4:30 with a half hour unpaid lunch. Some flexibility is required for after-hours coverage and after-hours meetings, however there will be advance notice.

This position at times requires long periods of sitting, although there are opportunities to stand and stretch. There are also long periods of focused attention as well as significant use of screens.

This position will require working from our Kitchener office. Our office is on the first floor of an accessible building and we have an in-suite accessible washroom. We are a low/no scent environment however we use cleaning agents regularly.

Expected start date: May 13, 2024

To Apply

Please forward a copy of your resume and cover letter to korr@shorecentre.ca no later than 11:59 PM on Tuesday, April 30, 2024.