



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	HEALTHY BABY FACILITATOR
<b>DEPARTMENT:</b>	PUBLIC HEALTH
<b>CLASSIFICATION:</b>	HEALTHY BABY FACILITATOR
<b>UNION:</b>	MGEU – COMMUNITY SUPPORT

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## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	CLINICAL TEAM MANAGER – PUBLIC HEALTH
<b>POSITIONS SUPERVISED:</b>	NOT APPLICABLE

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## POSITION SUMMARY

The Healthy Baby Facilitator is a member of a multi-disciplinary team responsible to facilitate and coordinate the implementation of the Healthy Baby Program in the Interlake-Eastern Regional Health Authority. The Healthy Baby facilitator will ensure services are offered in accordance with the established standards of the Healthy Baby Program. The position of Healthy Baby Facilitator functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

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## ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

1. The incumbent is required to make daily, weekly and monthly program decisions
2. The incumbent must confer with Clinical Team Manager, Public Health regarding:

- a. Long term program priorities;
- b. Community feedback regarding programming;
- c. Any problems regarding service delivery;
- d. Any inquiries from community regarding program policy;
- e. Any inquiries from the community with political impact;
- f. Financial planning

### **HEALTH PROMOTION**

- Promote and support the birth and development of healthy babies with healthy birth weights;
- Reach and support pregnant women and new mothers who may be isolated or disadvantaged due to low income and/or other reasons ;
- Encourage breastfeeding;
- Build family confidence and knowledge/awareness in the areas of health, infant development and nurturing, problem-solving and choices in a respectful and non-judgmental way;
- Provide support, information and resources to antenatal and postnatal women and their families (nutrition, health, pregnancy, breastfeeding, infant development, parenting, low-cost cooking and community resources) in a literacy sensitive manner;
- Encourage and assist eligible women to apply for the Manitoba Healthy Baby Prenatal Benefit and ensure knowledge and awareness of all available resources;
- Ensure all targeted pregnant women in the region have access to the milk subsidy in a coordinated fashion;
- Provide outreach services to those families identified by team or other partners

### **COMMUNITY DEVELOPMENT**

- Collaborate with community members to strengthen existing resources that promote and protect health within the broad determinants of health.

### **MULTI-SECTORAL ACTION**

- Promote and facilitate the development of partnerships;
- Nurture partnerships by appropriate sharing and use of information and evaluation;
- Collaborate, plan and deliver Healthy Baby group activities with the Public Health Nurse and Dietitian; and other members of a Primary Health Care Team;
- Receive and provide referrals and liaise with referral sources and agencies;
- Foster opportunities to partner with individuals, community groups and government and non-government organization to achieve a healthier community;
- Develop a collaborative working model that would line services for pre and postnatal clients (CPNP, Families First, Parent/Child Centres, Early Start, Family Resource Centres).

### **INTERACTION WITH THE MEDIA**

- Develop and implement a comprehensive advertising strategy;

- According to IERHA policy, work with the media to promote the Health Baby program to the public.

### **RESOURCE DEVELOPMENT**

- Coordinate activities (including child care), programming volunteers, guest facilitators and provision of resources;
- Become familiar with services provided by all community agencies for expectant and new parents;
- Assess the needs of families within the communities (including home visiting and outreach) and develop appropriate programming with the community.

### **COMMUNICATION**

- Apply communication theory and skills effectively;
- Nurture partnerships by appropriate sharing and use of information and evaluation;
- Plan, promote and coordinate the Healthy Baby program and investigate site expansion with community partners;
- Encourage social connectedness of families;
- Maintain effective working relationships with clients, colleagues, supervisor and community agencies serving new parents;
- Group facilitation skills;
- Respect and respond appropriately to clients of diverse backgrounds (for example: cultural, religious, ethnic, socio-economic);
- Facilitate/participate in collaborative decision-making with clients, colleagues and other professionals.
- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

### **ADMINISTRATION FUNCTIONS**

- Perform efficiently and effectively the required administrative duties according to regional policy Manitoba Healthy Baby and the collective agreement;
- Document appropriately;
- Submit calendars, monthly reports and statistics;
- Follow calendars, monthly reports and statistics;
- Follow regional policy and the collective agreement regarding hours of work and overtime;
- Complete required documentation for HCM, attendance, evaluations etc.;
- Participate in performance evaluation on an ongoing basis.

### **PROFESSIONAL DEVELOPMENT**

- Maintain knowledge base of current literature and best practices in health promotion;
- Take responsibility for own learning and apply this in daily practice;

- Recognize own strengths and limitations

**OTHER**

- Performs other duties as assigned.
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**QUALIFICATIONS**

**EDUCATION/CERTIFICATION:**

- Post-Secondary Education in a health, social services or community development field;
- Alternate combination of education and experience may be considered.

**REQUIRED KNOWLEDGE:**

- Current knowledge in the areas of Social Determinants of Health, understanding the impact these have on sustainable behavior change and overall health outcomes;
- Knowledge of delivering services and programs from a client centered focus;
- Broad knowledge of systems including Child and Family Services, education, justice and health;
- Knowledge of the Personal Health Information Act (PHIA) and the Freedom of Information Protection and Privacy Act (FIPPA);
- Current knowledge in the areas of Population Health Promotion, capacity building and behaviour changes/self-management priorities principles and best practices;

**EXPERIENCE REQUIRED:**

- Two years of directly related community experience;
- Experience/knowledge/demonstrated ability with community development and public relations;
- Experience in working with pre and post-natal women/families living in “at risk” situations;
- Experience working with culturally diverse families.
- Experience with Microsoft Office an asset.

**SKILLS/COMPETENCIES:**

- Initiative and ability to work as part of a multidisciplinary team;
- Demonstrates professionalism in practice;
- Ability to maintain confidentiality at all times;
- Valid driver’s license and access to a vehicle;
- Strong assessment, problem solving and organizational skills to work with clients, families and communities;
- Ability to establish and maintain relationships with expectant and new parents;
- Ability to network with community partners and organizations and knowledge of community resources for new parents;
- Ability to work with high risk populations;
- Ability to be flexible in service delivery and effectively manage time in accomplishing this;
- Strong interpersonal and communication skills;

- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
  - Proficiency of both official languages is essential for target and designated bilingual positions.
  - Completes and maintains a satisfactory pre-employment security check
  - Satisfactory employment record.
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#### **WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
  - Will be required to travel throughout the region as duties may require.
  - No hazardous or significantly unpleasant conditions.
  - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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#### **WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

#### **PATIENT SAFETY**

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
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Created: \_\_\_\_\_  
Date

Revised: \_\_\_\_\_  
September 2016  
Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Vice President/ CEO \_\_\_\_\_  
Date

Reviewed by: \_\_\_\_\_  
Vice President, Human Resources \_\_\_\_\_  
Date

*Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*