



**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	KEY WORKER
<b>DEPARTMENT:</b>	PUBLIC HEALTH
<b>CLASSIFICATION:</b>	FASD DIAGNOSTIC COORDINATOR
<b>UNION:</b>	MGEU – TECHNICAL PROFESSIONAL

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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 Interlake-Eastern Regional Health Authority Key Worker is a member of the regional Fetal Alcohol Spectrum Disorder (FASD) team. Key Workers provide support to families of children and youth with FASD or confirmed prenatal alcohol exposure. The Key Worker assists families to understand FASD by providing education and information specific to the needs of the child/youth and their family.

Key Workers are familiar with and involved in enhancing local support services and community resources. Key Workers assist families in accessing support including health and education services and recognizes that each family is unique and understands their role as one that builds on the strengths of the individual and the family. Key Workers work with parents/guardians, family members, caregivers, individuals with FASD and service providers in identifying ways to adapt the environment in response to specific needs. Key Workers strive to empower families to become their own best advocate for their child. Key Workers supplement and enhance, but do not replace existing community resources.

Key Workers collaborate with justice, education, and social services in the community service area to develop expertise within existing services, create a referral base and provide services to the target population in the community.

The position of Key Worker 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**

Functions and duties include but are not limited to the following Key Worker program standards:

- Regular in home support and intervention.
  - Case Management.
  - Advocate for families and educate systems involved.
  - Create a network of support for families.
  - Increase FASD awareness in the community.
  - 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.
  - Performs other duties as assigned.
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## **PERFORMANCE MEASUREMENTS:**

- Clinical Supervision
  - Biannual performance appraisal
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## **QUALIFICATIONS**

### **EDUCATION/CERTIFICATION:**

- Baccalaureate degree in a relevant health care profession (Social Work, Nursing, Physiotherapy, Occupational Therapy etc.)
- Applicable current registration and a member in good standing.
- Other combinations of education and experience may be considered.

### **REQUIRED KNOWLEDGE:**

- Working knowledge of Fetal Alcohol Spectrum Disorder (FASD), child development and issues commonly experienced by families of children and youth with disabilities.
- Knowledge of addiction issues within families.
- Awareness of service system delivery dynamics at the community, regional, and provincial level

### **EXPERIENCE REQUIRED:**

- Experience using a family-centered strength-based approach with families of children and youth.
- Modifying a child's/youth's environment to enhance or stabilize functioning
- Developing effective, collaborative relationships with community partners
- Advocating for clients
- Developing/delivering a wide range of family support options

**SKILLS/COMPETENCIES:**

- Ability to recognize and incorporate the strengths, interests, skills, and abilities of the child/youth and family served into services provided
  - Ability to adapt approach to a diversity of families, including differences in social, economic, and cultural context, educational background, family roles and family structure
  - Ability to facilitate communication and shared decision-making between the family and service providers
  - Ability to work both independently and as part of a multidisciplinary team
  - Excellent verbal and written communication skills
  - Ability to facilitate workshops/training sessions
  - Valid drivers license and access to a vehicle
  - Travel throughout the region as required.
  - 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.
  - No hazardous or significantly unpleasant conditions.
  - Works evenings and weekends as required.
  - Completes and maintains a satisfactory pre-employment security check and employment record
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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: \_\_\_\_\_  
July 2018  
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 job 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.*