



London Pregnancy & Family Support Centre – Position Available: Support Worker/Community Educator

Approximately: 21+ hours/week **Beginning Wage:** To be discussed upon interview.

Qualifications:

- Respect and uphold the Core Documents and Policies & Procedures of the LPFSC.
- Have a minimum diploma or bachelor's degree, or substantial experience in a related field including (but not limited to) social work, counselling, occupational therapy, or nursing.
- Proficient in the use of Windows Operating System and Microsoft Office Suite (MS Word, MS Excel, MS PowerPoint, Gmail).
- Has a driver's license and a reliable vehicle.
- Able to provide a valid police record check.

Personal Attributes:

- Possess superior leadership skills, communication skills, and teamwork skills.
- Is spiritually mature showing evidence of a clear practice of holistically integrating Christian doctrines, teachings, and practices into daily living.
- Commitment to women's health and is motivated by the desire to ensure women have justice in their access to information and support for their reproductive health decisions.
- Demonstrate ability to professionally manage highly confidential information.
- Demonstrate excellent organizational skills.
- Be a self-motivator/great initiative (self-starter with minimal instruction).
- Have the ability to anticipate needs before they arise.
- Be committed to continued learning, maintaining professional and technical knowledge.
- Flexible and willing to adapt to changing organizational needs.

Responsibilities:

Client Management

- Ongoing open communication with Client Services Director.
- Provide crisis intervention support for each client.
- Client Intake/Pregnancy Tests.
- Prepare Client Files – ensuring forms are copied, filed and placed in support room.
- Provide and present information on parenting, adoption and abortion as required.
- Handle routine client calls, Follow up & maintain all client records and maintain client file notes (eKyros).

- Network with all agencies related to specific needs of the individual client (personal/legal).
- Networking with the community to bring awareness to other agencies of our services. (Not limited to just Medical Facilities.)
- Computer Software (eKyros) – Data Input, Statistics, Reporting.
- Develop and implement programs and forms specific to client's needs as required (including but not limited to: mom's program, client gift card support (with discretion and approval from ED) and care closet needs).
- Maintain and Update Referral Resources available to clients.

Community Educator

- Develop, Maintain/Update and Evaluate Current Educational Program Material for our Sexual Awareness for Grades 7-12.
- Implement the Evaluation tools for overall program feedback. (Survey)
- Communicate and Liaison between Schools/Churches to Create Bookings for Presentations *Off hour availability occasionally required.
- Facilitate School/Youth Presentations.
- Coordinate and Program Infant Simulators for Client use and Presentations.

Other

- Participate in all staff meetings.
- Assist in social media initiatives when needed.
- Assist with all Fundraising Initiatives *after hours availability occasionally required.
- Support administrative and organizational aspects of the LPFSC (ie: keeping literature closet up to date as well as care closet).
- Contribute to the routine custodial duties of the Centre.

Please submit resumes to lori@lonpfsc.com by Thursday, August 10th, 2023. The start date for this position will be the beginning of September 2023.