



## **Siksika Health Services: Community Wellness Head Start Parent & Classroom Support Job Description**

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### **General Statement of Duties:**

The Parent /Classroom support will be responsible for developing and implementing a parenting program for the Head Start program. The parenting program will provide Head Start parents with parenting skills that will assist with their children's needs as identified in the classroom setting.

### **Supervision Received:**

Will be under the direct supervision of the Head Start Coordinator.

### **Summary of Duties:**

- Develop a comprehensive Parenting Program to assist young parenting in their relationship with their young children.
- Will work in the classroom setting to build relationships with the children and to identify specific needs.
- Will work in collaboration with the Head Start team in the implementation of the program.
- Will develop a Head Start parenting work plan, manual/ including curriculum.
- Responsible for the creation, planning of activities, programs, reports, evaluations, and follow-ups of each activity/program area assigned.
- Must be able to keep accurate and up-to-date information or assigned activity/program areas.
- Will be responsible and demonstrate organizational accountability of assigned activity program areas.
- Responsible in ensuring Head Start families are actively participating in the program
- Facilitate assigned activity/program areas to the Head Start parents.
- Will be required to consult and network closely with health programming areas, services areas, schools, and the community.
- Will be required to complete referral reports for those service areas making a referral.
- Will assume other duties and responsibilities as delegated or assigned by the Head Start Coordinator (ex; bus chaperone/closing gates).

### **Education and Experience:**

- Diploma and/or Certification in the area of Social Work, Child & Youth, Addictions or related Field.
- A combination of experience and education will also be considered.
- Must have a minimal one year facilitating experienced in parenting, gender role education and other facilitating experiences would be an asset.
- Be mature and self-motivated.

- Have excellent group dynamic skills in facilitating groups.
- Have an understanding of the Siksika Language.
- Must have good communication skills, good leadership abilities and good organizational skills.
- Will be required to sign oath of confidentiality.

**Knowledge, Skills and Abilities:**

- Strong leadership abilities;
- Excellent team worker;
- Self-motivated and detail-oriented;
- Excellent written and verbal communication skills;
- Strong organizational and facilitation skills;
- Computer literate in Microsoft Programs (Word, Excel, PowerPoint) and database software's.

**Other Requirements:**

- Must be able to pass a Security Clearance and Vulnerable Sectors Check;
- Understanding of First Nations history and experiences, and the impact of intergenerational trauma;
- Moderate knowledge of the philosophy and issues regarding the delivery of First Nation health care.

**WORKING CONDITIONS:**

- High degree of mental stress can be expected.
- Normal working hours are 8:00 am to 4:30 pm.
- May be required to work and/or travel outside of normal working hours.

Siksika Health Services acknowledges the importance of promoting a safe environment for clients and employees within the organization; therefore, all employees are responsible to follow safety guidelines and policies as a means of reducing risk and fostering attention to continuous quality improvement.

As a staff member of an organization involved in accreditation, the incumbent is required to participate fully in the accreditation in the process which will involve being assigned to a self-assessment team, completing the self-assessment process, and addressing recommendations in the accreditation report.

I have read the job description and understand the duties to be performed.

Employee name and signature:	Date:
Reviewed and approved by the HR Team Lead, Name & Signature:	Date:
Reviewed and approved by the CEO, Name and Signature:	Date: