

POSITION DESCRIPTION

POSITION (TITLE):	Children's Visual Health Program Facilitator	DIVISION:	Health Protection
REPORTS TO:	Manager, Children's Oral and Visual Health Programs and District Offices	UNION AFFILIATION:	Non-Union
REVIEWED: Direct Supervisor	Manager, Children's Oral and Visual Health Programs and District Offices	DATE: (R) if revised	October 18, 2018
APPROVED: MOH/CEO, Director	Director, Health Protection	DATE:	October 2018
AUDITED:	Human Resources	DATE:	October 2018

POSITION SUMMARY:

As a member of the Children's Visual Health Program team, the Children's Visual Health Facilitator will provide organizational support to schools and individuals providing visual screening, including providing resources, education, promotion and planning. The Facilitator also performs visual screenings, facilitates training and evaluates service delivery.

DUTIES AND RESPONSIBILITIES:

1. Works with agencies, schools, and direct care providers to facilitate program service delivery.
2. Plans, organizes and participates in all vision screenings at school sites.
3. Helps facilitate access to service as needed following screenings.
4. Assesses community resources and works to establish links to necessary services for children screened with vision needs eg. Optometrists, glasses.
5. Develops and provides education, including presentations, to professionals, community groups, schools and caregivers.
6. Assists Program manager with creation of training manuals and materials for screeners.
7. Assists Program manager with program policy and procedure development.
8. Facilitates entry of screening results into the Provincial visual health screening database.
9. Provides leadership in implementing new promotion strategies to increase community awareness and participation in children's visual health.
10. Prepares educational and information articles.
11. Maintains equipment and facilitates purchase of equipment and supplies as needed.
12. Develops a network of professional contacts throughout the City and District to exchange program resources and best practices that support the strategic direction of the program.

13. Maintains professional competence through participation in professional development programs and by self-directed study.
14. Participates on relevant Health Unit project teams as approved by Program manager.
15. Provides information to the Program Manager to assist with budget preparation, grant proposals and reports.
16. Ensures accurate recording and input of Ministry, organizational and program statistics and information using hard copy, word, excel and custom software.
17. Actively participate in the developmental of the Children's Visual Health Program work plan.
18. Prepares Ministry and other reports as required by Program manager.
19. Ensures compliance with the applicable requirements in the Ontario Public Health Standards including the Child Visual Health and Vision Screening protocol.
20. Performs other duties as assigned.

QUALIFICATIONS / REQUIREMENTS:

- Post secondary education in health, social services or early childhood education preferred, and a minimum of two years' experience working with children.
- Able to work well with and use effective strategies to engage children.
- Knowledge of community resources as relates to child health throughout the City and District.
- Strong time management, decision making, organizational, interpersonal, group facilitation and community development skills.
- Demonstrated ability to work collaboratively as a member of a team, including community stakeholders.
- Excellent verbal and written communication skills.
- Proficiency with Microsoft Word, Excel, Outlook and PowerPoint.
- Ability to travel in the District and work flexible hours.
- Able to lift and carry short distances, a maximum of 50 pounds.
- Valid driver's license and use of personal vehicle.
- Criminal reference check including vulnerable sector check.

OCCUPATIONAL HEALTH AND SAFETY:

- Follows all policies and procedures to ensure personal safety and safety of others.
- Reports any equipment or safety problems to supervisor.