

SERVICE DESCRIPTION FOR HIGH SCHOOL CO OP STUDENT PLACEMENT

Regional Children's Centre (RCC), Community Practice Triple P (Positive Parenting Program)

Contact Person:

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Coordinator

Community Practice

Hotel Dieu Grace Healthcare – Regional Children's Centre

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General Description - Triple P (Positive Parenting Program) Student Co-op Placement

This position will report to the Community Practice Coordinator, Hôtel-Dieu Grace Healthcare (HDGH), and Regional Children's Centre (RCC). The purpose of the program is to ensure Triple P seminars and groups, are being provided to families with children birth to twelve and with teens, across Windsor and Essex County in a coordinated way. The Triple P student on co-op placement will assist in program development, delivery and evaluation. **NOTE: This placement does not provide any interaction or contact with children.**

Responsibilities

- Maintain and foster confidentiality in all aspects of written and verbal communication.
- Perform administrative functions, monitoring schedules, contacting parents, recording meeting minutes, booking program venues and event planning activities.
- Cooperatively work with a variety of community partners, volunteers and community trained staff to develop, implement and monitor community programs.
- Respond promptly and appropriately to phone and email inquiries regarding parent registration.
- May attend local community meetings and events (with parental permission) with Community of Practice Coordinator.
- Perform other related duties as assigned by Community Practice Coordinator.

Knowledge, Skills and Abilities

- Must be very organized, mature, and independent.
- Ability to promote a positive relationship with families, community partners, staff and clientele.
- Excellent organizational and communication (verbal, written and proofreading) skills.
- Basic computer skills using various programs such as word, outlook, publisher, excel, etc.
- Self directed with demonstrated coordinating, multi tasking, repetitive task completion and prioritizing abilities.
- Well developed judgment and decision making skills.

Ideal for Business, Marketing, or English major students. No children interaction whatsoever in this position