

JOB DESCRIPTION
Somerset West Community Health Centre

JOB TITLE: **Prevention Worker, African / Caribbean Communities
Operation Hairspray, Phase 2**
JOB CLASSIFICATION: Community Health Worker
JOB TYPE: Contract – one year
DEPARTMENT: Community and Social Services
REPORTS TO: Suzanne O’Byrne
DATE REVISED: March 2008

JOB SUMMARY

Reporting to the Director, Community and Social Services, the Prevention Worker, African and Caribbean communities is responsible for the planning and delivery of all project activities relating to the Operation Hairspray initiative phase 2. These include conducting action research in an effort to explore and expand the Operation Hairspray model of delivering prevention education to hard to reach target groups, evaluating the impact that stigma and discrimination have on community development approaches to the delivery of prevention strategies, identifying strategies that reach more men within the African and Caribbean communities and evaluating the impact of the prevention approach on the hairdresser’s client.

Operation Hairspray was a successful Ottawa Public Health department demonstration project that engaged hairdressers and barbers as peer volunteers in salons whose primary client base were clients from the African and Caribbean communities. The peer volunteers received training and prevention information on HIV/AIDS and were able to share the health promotion information with clients.

DUTIES AND RESPONSIBILITIES

Duties or Responsibilities: Participates in Team or Centre Activities
<ul style="list-style-type: none">• Attends team and staff meetings as required.• Participates in team and Centre special events as required.• Contributes to the development and implementation of the Centre’s policies and procedures and the Centre’s strategic plan.• Maintains up-to-date professional skills through formal training.• Maintains awareness of Centre/Ministry requirements by networking with the employees of other Community Health Centres.• Complies with all mandated legal/regulatory requirements related to working in the Centre, e.g. occupational health & safety, standards of professional conduct, etc.

Duties or Responsibilities: Coordinates Program/Project Development

- Establishes of a Project Advisory Group with key partners and leaders from the African and Caribbean communities
- Reviews results of Operation Hairspray and develops a comprehensive work plan for the expansion of the model into other sectors of the community
- Identifies community leaders willing to participate as peer volunteers in areas where members of the target community congregate
- Trains peer volunteers to be able to share HIV/AIDS health promotion messages with clients/members of their community
- Provides ongoing support and resources to the volunteers as they enter into dialogues with their community members
- Explores strategies to reach more men in the target communities
- Explores the extent to which stigma and discrimination affect the health promotion messages being delivered and received
- Presents results of the action research
- Presents evaluation results in Project's final report which will include steps to ensure the sustainability of the initiative. (An evaluator will be hired on a contract basis to assist the Prevention Worker in meeting the requirements of the evaluation plan and identifying the outcomes achieved)
- Works closely with local groups that are comprised of members of the African and Caribbean community including the African and Caribbean Health Network of Ottawa (ACHNO), and project partners in the planning and implementation of the initiative.

Duties or Responsibilities: Performs Administration Tasks

- Gathers and maintains statistical information on activities conducted by the project, prepares reports for funders and maintains paper and computer filing systems
- Collects data for evaluation of program.
- Develops logic models, workplans, and outcome measurements for services offered.

EDUCATION/EXPERIENCE:

- Bachelor of Social Work degree or equivalent
- Three years experience in a community setting with emphasis on community development

- Strong knowledge of adult education, health promotion and harm reduction
- Knowledge of, and connection to the African and Caribbean communities in Ottawa
- Demonstrated ability to work collaboratively with staff, volunteers and community partners
- Self-directed and able to take initiative
- Ability to work flexible hours
- Committed to team work
- Excellent writing skills to prepare reports and proposals and excellent presentation skills
- Experience working with the African and Caribbean communities

LANGUAGE(S):

- English and French is an asset.
- Other languages an asset.

A valid driver's licence and use of a vehicle is required

March 2008

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