



Winnipeg Regional
Health Authority
Office régional de la
santé de Winnipeg

Program Public Health

Community Area/Location regional

Placement Supervisor _____

Phone _____ FAX _____

Volunteer Activity Description

HEALTHY BABY PROGRAM ASSISTANT

Purpose: To provide support to staff and participants of the Healthy Baby Community Support Program. The program offers pregnant and new moms and their families an opportunity to learn about nutrition, child development and general health and wellness.

Responsibilities:

- Assist the Public Health Nurse, Community Nutritionist and Community Organization representative(s) to set up the room, organize pamphlets and educational displays;
- Greet mothers, babies and family members and assist with strollers, clothing, etc.
- Assist program participants with the weighing of babies;
- Assist program participants with food preparation;
- Assist with food clean up, dishwashing, and putting away supplies;
- In general, assist mothers and staff with babies and other duties as necessary.

Necessary Qualifications and/or Skills

- Ability and comfortable with approaching people in a friendly, supportive manner
- Must be confident in handling newborns
- Physically able to perform tasks
- Ability to understand, give direction and express oneself in English in a clear, concise manner
- Organizational skills
- Mature
- Conscientious
- Reliable
- Neat and clean in appearance
- Must respect the confidentiality policies of the WRHA

Benefits

An opportunity to:

- Learn new skills
- Explore careers
- Provide service to others
- Make a personal contribution to the improvement of health care

Length of Commitment. To provide consistency for group participants and staff, a minimum commitment of one (1) year is desired.

Shifts 1 shift per week, Thursday Afternoons (1:00 to 4:00 PM)

Scheduling Standards 1 volunteer

Supervision Identified placement supervisor

Orientation/Training Volunteer Services staff and/or designate will provide general WHRA and Volunteer Services orientation. Placement supervisor will provide all necessary training required by this activity including recommended food handling practices.

Risk Level/Screening Standards Level 1 (High risk). In-person interview, 3 reference checks, Child Abuse Registry Check, Criminal Record Check required.

Activity Description Approved by:

Community Area/Program Director

Date

Manager, WRHA Volunteer Services

Date

Placement agreement

I agree to be responsible for providing the volunteer(s) with appropriate training and supervision in a respectful environment. I will communicate any changes to this placement in a timely way to Volunteer Services.

Placement Supervisor

Date

Volunteer Agreement

I agree/commit to perform my duties, as provided in the activity description, to the best of my ability. I understand that it is important not to go beyond the responsibilities, outlines in the volunteer activity description, and I will confine my volunteer activities as so defined by Volunteer Services of the Winnipeg Regional Health Authority (WRHA).

Volunteer Signature

Date