



CommunityLINK Facilitator

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OVERVIEW

Reporting to the District Principal, Student Services, the CommunityLINK Facilitator administers the planning and delivery of the District School Meal Program, collects data supporting the determination of vulnerable student populations, supports Youth and Family Counseling services by tracking the assessment of service and contact requirements for Youth and Family Counselors, and coordinates the collection and preparation of data supporting the Ministry of Education reporting requirements and other District initiatives.

POSITION DESCRIPTION COMMUNITYLINK FACILITATOR

CLF - 1

Collects data supporting the determination of vulnerable student populations by school as used in preparing the annual CommunityLINK budget.

CLF - 2

Prepares and recommends criteria for the selection of contracted caterers, vendors dieticians, goods, services and equipment according to reliability, price specifications, terms and conditions and understanding of Ministry of Education standards and guidelines

CLF - 3

Sets up and maintains a wide variety of accounts and reports for analyzing budget/program projections and controls related to costs, school based participation and meal quality and content

CLF - 4

Collects, summarizes and prepares the CommunityLINK annual District Report on Objectives and Outcomes that is forwarded to the Ministry of Education and maintains a variety of source documents and statistical information related to CommunityLINK programs and services

CLF - 5

Coordinates and monitors the quality and nutritional content of menus, responds to administrator, student and parent queries about the program and recommends changes as student tastes and nutritional standards evolve.

CLF- 6

Composes a variety of correspondence dealing with program information, menu publication and distribution of related correspondence

CLF - 7

Responds to District staff, students, service providers and the public to correct or modify services to better meet the needs of vulnerable populations in each school and ensure that contract obligations are met

CLF - 8

Purchases minor equipment and food supplies to support individual school programs and needs where gaps in annual contracts may exist.

CLF - 9

Confirms available funding by school, produces the orders and verifies receipt of services from the contractors before recommending authorization of payments to the District Principal of Student Services.

CLF - 10

Moves and lifts office supplies up to 18 kg (40 lbs.) on occasion. Picks up and delivers supplies, materials and equipment

CLF - 11

Performs other assigned, comparable, or transient duties which are within the area of knowledge and skills required by the job description

**QUALIFICATIONS FORM
COMMUNITYLINK FACILITATOR**

EDUCATION	<i>TECHNICAL REQUIREMENTS</i> One Year diploma in Office Administration including accounting, contract administration, records management and business writing and, Food Safe Certificate
EXPERIENCE	<i>TECHNICAL REQUIREMENTS</i> 2 year specific experience in program coordination OR 3 years contract administration related experience
KNOWLEDGE	<i>JOB SPECIFIC REQUIREMENTS</i> Desktop self-sufficiency using Word, Excel, PowerPoint and District data bases Knowledge of office practices to set up records, assess client feedback and monitor progress against District goals Knowledge of accounting to reconcile discrepancies in orders placed, products and services received and invoices processed Knowledge of grammar and composition to prepare business correspondence and edit written materials distributed to a broad audience

<p>SKILLS AND ABILITIES</p>	<p><i>INTERPERSONAL REQUIREMENTS</i></p> <p>Effective written and oral communication skills and the ability to request and convey information in a diplomatic manner</p> <p>Work with minimal supervision</p> <p>Ability to work in a team/school setting</p> <p>Manage time appropriately and ensure priorities are addressed</p> <p><i>PROBLEM SOLVING REQUIREMENTS</i></p> <p>Assess the work of contractors providing services to the schools</p> <p>Resolve requests or complaints arising from services provided</p> <p>Apply appropriate methods, procedures and policies based on the <u>Guidelines for Food and Beverage Sales in BC Schools and Canada's Food Guide</u></p> <p>Collect, document and summarize information</p> <p>Develop work methods and recommend contract elements</p> <p>Give advice, guidance, instructions and directions to contractors, administrators and program staff</p>
<p>WORKING CONDITIONS</p>	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Possess a valid driver's license operate a motor vehicle</p> <p>Perform related physical and mental activities</p> <p>Physically able to lift up to 18 kg (40 lbs) and operate related equipment</p>