

HOME ECONOMIST 1

GENERAL

This is the recruitment and training level where an employee begins to plan, develop, initiate and evaluate programs in the general field of Home Economics Education designed to improve standards of homemaking. Initially, the employee may assist an experienced Home Economist, or work independently under close supervision according to well-defined procedures. The work is evaluated by the Regional Director and/or senior Home Economist through a periodic review of methods used, reports made and direct observation of activities. After a minimum of six months satisfactory work performance with the department, or related experience or the equivalent combination of additional education and experience, the employee may be promoted to a Home Economist 2 on the recommendation of the department.

TYPICAL DUTIES

Plans and conducts educational programs in Home Economics aimed at families and individuals. These programs are conducted through group sessions, individual consultation and mass media. Examples of educational programs include such things as:

- teaching people the principles of good nutrition and food buymanship to further family health;
- teaching people the principles of buymanship, consumer education and the use of money for better family functioning;
- conducting programs in skill development and home improvement.

May act as a resource person or a consultant in technical home economics information to field workers in other government programs and community organizations.

Maintains records and reports as required.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

A comprehensive knowledge of the general field of Home Economics and/or a specialized field.

A genuine interest in people and a desire to help them become more productive citizens.

Ability to relate well with other persons individually, in small groups and in large groups.

Shows potential for developing good organizational skills and demonstrates ability to plan and carry out short-term work schedules.

Must hold a valid Manitoba driver's licence.

Education, Training and Experience

A Degree in Home Economics from a recognized university. Employee will generally be recruited at the Home Economist 1 level.

HOME ECONOMIST 2

GENERAL

The Home Economist 2 is the full working level involving the independent delivery of Home Economics programs under limited supervision. The Home Economist exercises considerable initiative and judgment in planning, conducting, co-ordinating and evaluating programs and has wide latitude in making independent program decisions.

TYPICAL DUTIES

Designs, plans, conducts and evaluates educational programs in such things as nutrition, money management, home improvement, skill development and youth activities through group sessions, individual consultation and mass media.

Acts as a resource person or consultant in technical home economics information to field workers in other government programs and community organizations.

Recruits casual or part-time assistants and approves related expenditures to further Home Economics programs in area of responsibility.

May supervise casual or part-time assistants, Home Advisors, program aids or students as program requires.

May be required to provide training sessions and workshops for other professionals.

May act as a trainer with regard to Home Advisors, program aids, students and casual employees to maintain quality of home economics programs.

May be expected to participate in and contribute to the program planning and budgeting process in the department.

Co-ordinates Home Economics inputs and furthers departmental objectives by working with staff responsible for other government programs, employees of community agencies and members of community organizations.

Responsible for keeping up-to-date on current Home Economics information.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

A comprehensive knowledge of the general field of Home Economics and/or specialized field.

A genuine interest in people and a desire to help them become more productive citizens.

Ability to work with individuals and groups and to establish and maintain effective public relations.

Must have a thorough knowledge of aims, objectives and programs of employing department.

Ability to exercise considerable initiative and work with a minimum of guidance and supervision.

May require the ability to supervise the work of others employed on permanent or casual basis.

Ability to manage time and resources effectively.

Ability to communicate with people by oral, visual and written methods and to make effectively use of mass media.

Must hold a valid Manitoba driver's licence.

Education, Training and Experience

A Degree in Home Economics from a recognized university plus one year of satisfactory work performance with the department, or related experience or the equivalent combination of additional education and experience.

HOME ECONOMIST 3

GENERAL

This is an advanced level reserved for Home Economists functioning in a specialist role or a field Home Economist with considerable experience functioning at an advanced level of expertise. The incumbent has the responsibility for program development, project consolidation and analysis of need, in consultation with Regional Director(s) or Director of Home Economics. Supervision of other professionals and technicians may be required at this level.

TYPICAL DUTIES

Program Specialist

Provides leadership and assistance to field Home Economists and other professionals in initiating, developing, delivering and evaluating programs in a specialized field of Home Economics.

Plans and develops methods, programs and educational materials including visual aids, teaching packages and information pamphlets in a specialized field.

Develops and maintains liaison with research institutions, university personnel and other agencies, such as business establishments and manufacturers.

Researches and adapts material and other information of the specialized field so that it may be readily applied provincially or regionally.

Trains home economics field staff, other professionals and para-professionals through workshops and training sessions on the goals, methods and resources for conducting specialized programs and keeps staff up-to-date on new developments and techniques.

Performs other duties as assigned.

Field Home Economist - Advanced Level

Trains and assists new field Home Economists upon request of the Regional Director.

Analyzes needs and develops program proposals and makes program recommendations on a regional level when requested by Regional Director.

Assists in making budget decisions regarding regional home economics programs at the request of the Director.

Makes contact at a senior level with community organizations and other government departments regarding home economics programs; may make

program commitments on behalf of other field home economists and the department.

Demonstrates leadership in home economics programming through initiating new program thrusts and developing effective program models.

Performs other duties which are essentially the same as those of the Home Economist 2.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

A comprehensive knowledge of the general field of Home Economics and/or specialized field.

Ability and expertise in communicating home economics information and the aims, objectives and programs of the department to field Home Economists, other professionals and senior representatives of community organizations and agencies.

Ability to formulate, initiate and evaluate programs.

Ability to work with individuals and groups and to establish and maintain effective public relations.

Ability to exercise considerable initiative and work with a minimum of guidance and supervision.

May require the ability to supervise the work of others employed on permanent or casual basis.

Ability to communicate with people by oral, visual and written methods and to make effective use of mass media.

Must hold a valid Manitoba driver's licence.

Education, Training and Experience

Program Specialist

A Degree in Home Economics from a recognized university with specialized training in one particular field of home economics and a minimum of three years' experience as a field Home Economist or related experience. A Master's Degree is preferred.

Field Home Economist - Advanced Level

A Degree in Home Economics from a recognized university with additional training in educational methods and/or related technical courses and a minimum of five years' experience as a field Home Economist.

HOME ECONOMIST 4

GENERAL

This is professional and administrative work where the employee functions as assistant to the Director of Home Economics or as Senior Specialist on a province-wide basis. In the former case, the incumbent is totally responsible for staff training of the field Home Economists and for assistance in program development and co-ordination. In the latter case, the employee is totally responsible for a program area and for delegating responsibility and co-ordinating major program and resource development where there are several specialists in one specialized field of Home Economics.

TYPICAL DUTIES

Assistant to Director, Home Economics

Performs responsible, administrative and educational work in planning, developing, implementing and evaluating the program in Home Economics for the province.

Responsible for the designing and co-ordination of all training events for professional staff, para-professional staff, part-time staff and students. In addition, the employee co-ordinates the training needed to support departmental programs carried out by other workers.

Assists field staff in acquiring planning skills and expertise in methods for program implementation.

Acts as consultant and trainer in program evaluation for all staff.

May act on boards, committees or commission at the regional, provincial and national levels.

Assists Director of Home Economics and assumes duties of the Director during an absence.

Performs other duties as assigned.

Senior Specialist

Acts as head specialist in a program area responsible for administration and delegation of the total specialized program on a province-wide basis.

Responsible for major program development and evaluation in a specialized field of Home Economics on a province-wide basis.

Acts in a consultative and training role for other specialists in the same specialized field.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

A comprehensive knowledge of the general field of Home Economics or a specialized field of Home Economics.

Ability to communicate with people by oral, visual and written methods.

Ability to formulate, initiate and evaluate programs, procedures and policies.

Ability to review and evaluate work of field Home Economists or Specialists programs.

Ability to establish and maintain effective public relations.

Education, Training and Experience

Assistant to Director, Home Economics

A Degree in Home Economics from a recognized university. A minimum of five years' related experience, preferably in the department. A good working knowledge of program planning procedures, delivery methods and evaluation techniques.

Senior Specialist

A Degree in Home Economics and a Master's Degree in the area of specialty from a recognized university. A minimum of five years' related experience preferably in the department or in the area of specialization.