

HOME ADVISOR 1

GENERAL

Employees at this level are engaged in para-professional home economics extension work in rural and urban Manitoba under the general direction of a Home Economist or other program leader. Incumbents will carry out duties such as Home Visits and Group projects in order to assist low income families in making the best possible use of their limited resources. Family needs, and methods used are defined and implemented in consultation with the supervising Home Economist or program leader.

TYPICAL DUTIES

Determines if the family in need will accept help and if so, what type of aid is needed.

Instructs, at an elementary level, in such areas as homemaking skills, money management, buymanship, child care and development.

Encourages families to carry out regular health care procedures.

Encourages involvement of children of client families in existing youth organizations or organizes activities to involve children for social skill development.

Keeps accurate records of each family involvement while maintaining strict confidentiality.

Attends regular counselling sessions with professional resource team.

When required, interprets, to the school, social worker, health nurse, etc., the anxieties, concerns and needs of client families.

Required to plan, prepare and implement group projects in consultation with senior Home Advisors and the supervising Home Economist, or other program leaders.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge and understanding of homemaking skills.

Knowledge and understanding of values and needs of families of low socio-economic status.

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

Ability to work with a minimum of supervision.

Ability to create, develop and implement projects.

Education, Training and Experience

Successful homemaking experience.

Proven ability to effectively communicate by oral, written or visual methods with individuals, families and groups, either through training or experience.

HOME ADVISOR 2

GENERAL

The Home Advisor 2 is reserved for Senior Home Advisors working under limited program direction with responsibility for program planning and design. Home Advisors at this level are required to carry a full case load and perform independently in group projects. Duties include identifying needs, exploring alternatives with other departmental persons and/or the supervision, designing, planning, and implementing programs and evaluating results. Incumbents carry out programs designed to improve the quality of life of low income families. These programs will encourage families to develop as individuals and more productive members of their community.

Incumbents are advanced to this level only after meeting job performance and personal development criteria as outlined by departmental management.

TYPICAL DUTIES

Makes contact with low income families through individual home visits the purpose of which is to assist and identify needs.

To provide follow-up depending on need as identified by the family or Home Advisor as follows:

- a) Through individual instruction, consultation and/or information in the areas of financial management, home management, nutrition education, housing and family development.
- b) By planning, promoting, publicizing, and conducting small group workshops in co-operation with the supervising Home Economist.
- c) Through departmental newsletters and bulletins.
- d) Through Extension Courses and other departmental activities.
- e) By assisting families in utilizing other appropriate government programs.

QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge and understanding of basic homemaking skills.

Knowledge and understanding of values and needs of low socio-economic families.

Ability to read and understand program material.

Ability to maintain simple records and prepare reports.

Ability and willingness to learn and develop.

Education, Training and Experience

Successful homemaking experience.

Proven ability to effectively communicate with individuals and families, either through training or experience.

Incumbents are advanced to this level only after successful completion of a basic training package and after demonstrating a capability to work with groups in consultation with the supervisor.