

2011 Work Plan: Community Social Plan Coordinator

CSSSJSSC11-008 Appendix C

Description of Work	Start	End	Tasks	Present Status as of September 30, 2011
Mandated Services and Good Governance				
Municipal stakeholder engagement	January	December	Quarterly delegations to HBM council and twice yearly updates to GCH and North Kawartha councils	Delegation to HBM council on June 30, 2011. Next update due 4 th quarter (Oct-Dec) Dates to be confirmed for GCH and NK updated. Dates to be confirmed.
			New delegations to Cavan-Monaghan, Smith-Ennismore-Lakefield and Asphodel-Norwood Townships	
	Sept	Sept	Update Report for JSSC on CSP activities and outcomes	Report prepared for October Joint Services Mtg.
HELP Centres	May	July	Evaluate HELP Centre model and outcomes. Examine ways to offer expanded service to include other townships	Ongoing – need to adapt existing tools to capture outcomes. Service currently being offered to other townships through home visits and Help Line.
Outcomes Measurement	January	December	Develop CSP outcome measures and tracking/reporting mechanisms	In progress
Technology				
Website	January	December	Attend web development group meetings and contribute to overall Social Services website planning and evaluation	Ongoing
Asset-Mapping	March	August	Develop Community Social Plan web presence and populate pages with up-to-date information	CSP staff now trained as content provider. New web page content being uploaded as ready.
	Feb	December	Work with County GIS mapping team to create asset maps for County and individual townships	Met w/ Health Unit and County GIS Manager Feb. 15 th . Asset data for Food Programs has been collected & mapped by PCCHU.
	Feb	March	Develop project scope document for review with Division Manager	Project scope now finalized based on feedback from Project Steering Group.
	January	December	Collect asset data and create City/County database	Consultant has now been recruited. Asset Inventory to commence in October. CSP Placement Student has started to compile inventory of programs known to CSP.

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CSSSJSSC11-008 Appendix C

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Community Partnerships				
Employment Services Coordination in County	January	December	Support the implementation of Employment Ontario Service Transformation and service providers in establishing and maintaining rural outreach locations.	Permanent satellite offices set up in Lakefield and Havelock with outreach by appointment to Buckhorn, Millbrook, and Norwood.
United Way Partnership	March	April-June	<p>Assist Employment Planning & Counselling to promote the Summer Jobs Service and Summer Jobs For Youth programs to County employers and students</p> <p>Attend United Way member agency meeting and give presentation on Community Social Plan</p> <p>Work with United Way and specific member agencies to address identified needs and service gaps in the Townships.</p>	<p>Ongoing referrals</p> <p>On Hold – Due to staffing changes at UW.</p> <p>Ongoing through Service Provider consultations</p>
Service Hub Development	January	December	<p>Work with SSLI Consultant, KPRDSB Outreach Officer and Children's Services Manager to identify Children's Planning Table and Ministry goals concerning the project. Collaborate on establishing community service hubs in Havelock and Norwood.</p> <p>Facilitate Service Provider Consultations in each township to identify and reduce service overlap and enhance organizational sustainability</p>	<p>Established partnership with SSLI consultant to explore potential for service hub in Norwood</p> <p>Held Norwood service hub consultation May 27 – next meeting to be held in Oct/Nov</p> <p>Attended SSLI planning mtg. at HB Public School May 2</p> <p>Attended Apsley School Hub consultation March 21 to explore expanded services through Kawartha Childcare space</p>
Funding Partnerships	January Feb	December December	<p>Seek out funding sources to support the work of the CSP and the Townships in addressing locally identified priorities</p> <p>Assist with the completion of funding applications incl. Healthy Communities project which addresses 3 community priorities (Physical Fitness, Recreation and Sport; Healthy Eating; and Injury Prevention) through:--</p> <p>Fitness programs for youth and seniors</p> <p>-Training in healthy child development for community sport and recreation volunteers (HIGH FIVE quality assurance)</p> <p>-Arts-based summer camp programs for children/youth</p> <p>-Collective kitchens for low-income residents of GCH and HBM Townships</p>	<p>Community Foundation grant received for \$2991 to provide non-profit training and volunteer recruitment in County.</p> <p>Board Bootcamp orientation to run October 5 and November 8</p> <p>Healthy Communities grant approved for \$17,038.</p> <p>CSP Coordinating programs on behalf of townships.</p> <p>First HIGH FIVE training session set for October 29 in Norwood.</p> <p>Collective kitchens in Havelock (2) and Buckhorn (1) full and meeting monthly.</p>

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CSSSJSSC11-008 Appendix C

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	January	April	<p>-Workshops for Seniors to prevent falls and make home adaptations to maintain independence</p> <p>Assist LLNWA with needs assessment for off-reserve indigenous population in Peterborough County so they can secure Trillium Funding</p>	<p>Arts-based programs for children and youth in Havelock under development.</p> <p>Falls prevention workshops under development with PCCHU Injury Prevention team.</p> <p>Needs assessment completed with recommendations made for organizational and program development.</p>
Community Networks and Information Sharing	January	December	<p>Represent CSP on Immigration Partnership Council as Chair of Training and Capacity-Building Committee, with a focus on education and skills development for service providers and employers</p> <p>Participate on Newcomer Community Liaison Project Advisory Group to establish framework for new Immigrant Housing and Transportation Worker position</p> <p>Participate in Community Food Network as a rural liaison and attend the Community Food Centre Rural Connections sub-group meetings</p> <p>Participate in advisory group for the Community Foundation to plan curriculum for the 2011 Philanthropy Forum</p>	<p>Ongoing – Planning underway for 2nd “Together We Prosper” Conference in November.</p> <p>Complete</p> <p>Ongoing</p> <p>Complete – Philanthropy forum to take place November 15th. CSP to give talk on rural fundraising.</p>
The People We Serve/Each Other				
Human Resources	January	December	<p>Joint Health and Safety Committee rep – quarterly meetings and rotated monthly inspections; follow up and participate in any health and safety items</p> <p>Recruitment of CSP Facilitator maternity leave coverage</p> <p>CSP Facilitator training and orientation to County programs/services/advisory groups/councils/municipal staff</p>	<p>Ongoing</p> <p>Complete – Aleisha Sheehan appointed until March 2012</p> <p>Complete</p>

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CSSSJSSC11-008 Appendix C

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Seniors	<p>March</p> <p>Feb</p> <p>March</p> <p>May/June</p>	<p>December</p> <p>December</p> <p>June</p> <p>December</p>	<p>Facilitate the formation of a Seniors Planning Table in collaboration with community partners and attend quarterly meetings as City representative</p> <p>Gather stakeholder input on proposed web content for City Seniors page and provide feedback/suggestions to web content manager</p> <p>Work with community partners to plan and implement a follow-up Seniors Summit for June 2011</p> <p>Give presentation on CSP and Municipal Seniors agenda to CCAC Partners Advisory Group and attend meetings 3x per year</p>	<p>In progress – first meeting held April 26th</p> <p>Ongoing – website to be launched June 2nd at Seniors Summit</p> <p>Input gathered from PCCHU Injury Prevention staff, Seniors Summit Ctee., CCAC partners, etc.</p> <p>In progress – event to be held June 2nd</p> <p>CSP presentation on May 24th + ongoing attendance at mtgs. Next meeting to be confirmed for Oct/Nov</p>
Transportation	<p>March</p> <p>March</p> <p>March</p>	<p>May</p> <p>June</p> <p>October</p>	<p>Facilitate a meeting of service providers offering transportation programs in the City and County</p> <p>Identify gaps and overlap. Develop plan to address out-of-town wheelchair transit for City residents who can not use Community Care Ageing-at-Home van</p> <p>Determine agency willingness to explore greater integration or implementation of a pilot initiative similar to that of Northumberland</p>	<p>Revised mtg. date to May 2011</p> <p>In progress</p> <p>In progress – to be addressed through Seniors Planning Table</p>
Youth	<p>January</p> <p>March</p> <p>Feb</p> <p>Feb</p> <p>January</p>	<p>April</p> <p>December</p> <p>December</p> <p>December</p> <p>December</p>	<p>Support renewal of HBM Youth Committee under community leadership</p> <p>Work with Health Unit youth worker to identify funding opportunities for programs related to addictions and mental health in County</p> <p>Support Anglican Diocese youth workers (and TEACH Centre) to develop a youth events program for Spring/Summer/Fall in HBM</p> <p>Write Healthy Communities grant application and implement project if funding is approved</p> <p>Facilitate the development of arts-based programs for children and youth in the townships</p>	<p>Attended HBM Youth Committee mtgs. Jan/Feb to support planning</p> <p>Working w/ Ptbo. Drug Strategy Coord. to establish County workshops</p> <p>Working w/ PCCHU, CMHA & partners to organize Youth Summit on Mental Health for 2011</p> <p>Met w/ youth workers Feb 16th to discuss program ideas</p> <p>Application submitted. Further action pending approval.</p> <p>Arts Network/Debj Theatre Workshops Feb. 22-27th in City/County</p> <p>Working w/ HBM Arts Animator for after-school/summer programs</p>

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Arts/Culture/Heritage	March January May	October Sept/Oct December	Facilitate township planning and encourage a coordinated county-wide program of events during national "Culture Days" Support Municipal Cultural Plan development as part of City Working Group Assist SEL Township community groups to secure funding for Ennismore Heritage Artspace and summer theatre program at local farm	Ongoing – currently contacting galleries, museums and rural artists for coordinated marketing initiative Complete In progress
Employment	March Jan	June December	Assist Employment Planning and Counselling with promotion and referral of students and employers to Summer Jobs Service and Summer Jobs for Youth programs Attend CERP meetings to maintain knowledge of employment initiatives/client eligibility and share information with townships	Ongoing – gathering stats for HBM township for last 2 yrs. Ongoing – introduced new CSP Facilitator to CERP members at April mtg.
Low-income	January January January January April	December December December December September	Assist low-income residents to access financial assistance programs through referrals to OW, ODSP, CMHA Housing Programs, Trillium Drug Plan, etc. Help low-income clients navigate social services and supports through advice, information gathering and advocacy when required Respond to emergency situations involving County residents that require immediate response and coordination of service Support HBM and GCH Townships with "Meet Your Needs Day" activities incl. marketing and evaluation Support the Health Unit to implement the mobile dental outreach program	Ongoing Ongoing – HELP Centres continue in GCH and HBM + phone hotline Ongoing – Cordova Mines home visit in March w/ food hamper, etc. Ongoing - February @ Buckhorn Community Ctr. Ongoing – PCCHU not yet ready to launch mobile bus