

# □ POSTING SERVICES CENTRE UPDATE □

## THE ROLE OF THE POSTING SERVICES CENTRE

The series of articles which has appeared in this column in the last three issues has attempted to give you a capsule view of the role of the Centre, and of how we can be of assistance to you and your families. In this, the last of the series, we will focus on the Community Liaison Section.

### PART IV COMMUNITY LIAISON SECTION

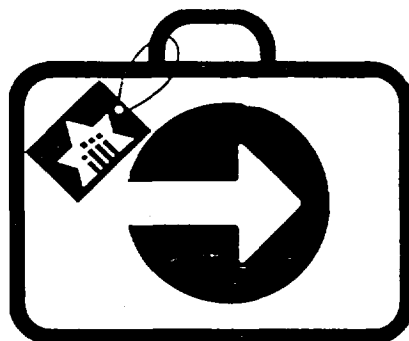
In the Community Liaison section we

- administer the Community Coordinator Program;
- provide information and counselling on employment opportunities in Canada and abroad to spouses of foreign service employees;
- organize workshops focussing on entering or re-entering the work force both in the Ottawa/Hull area and abroad for spouses of foreign service employees;
- administer *Liaison*;
- provide information on education facilities abroad and in Canada to foreign service families;
- maintain an up-to-date information data bank on education facilities, spousal employment profiles, and potential employers abroad for spouses.

Although we have already dealt with many of these functions in previous issues, we would like to highlight a few of them here.

#### Employment and Education

Lise Beauregard is both our Spousal Employment Officer and the Education



Officer. In an article appearing in this issue on page 15 she writes about her responsibilities in the Centre. Suffice it to say here that she is kept extremely busy, especially during posting season!

#### Data Bank

An extensive bank of information on schools is maintained in the Section and is available to all our employees and their families. Our resident computer expert, Jackie Laviolette, is responsible for the enormous task of inputting all the data which we obtain from sources such as our posts and from schools abroad and in Canada, and answering the requests of employees who have completed Request for School Printouts or Request for Search on Schools forms.

We also keep the spousal employment profiles in the data bank, as well as potential employer possibilities abroad. Jackie is also responsible for keeping this information up to date.

We have a data bank that we are very proud of and that we know, from feedback from those who have used the service, has been invaluable.

#### Policy and Special Projects

The administration of the Community Coordinator Program, the Direct Com-

munication with Spouses Program, the administration of *Liaison*, and the program of workshops for spouses is the responsibility of the Policy and Special Projects Officer, Lynne Dubeau.

#### The Community Coordinator Program

The Community Coordinator Program, which is now entering its third year, was established to provide community support services at posts by providing assistance to employees and families when they arrive and throughout their stay.

Community Coordinators, most of whom are spouses of Canada-based staff, work on contract. In a circular document regarding Community Coordinators, the possible services and activities which they may perform are defined; however, their services may vary from one post to the other according to the needs of the people at the post. In other words, the post can design its own program based on its particular needs.

Although the program is still a relatively new one, we feel that it has been beneficial to those posts which have implemented it, and that it will become an established and essential element at posts. We look forward to expanding it to many of our other posts.

The new Community Coordinators for 1987-88 are noted on page 3.

#### Workshops for Spouses

Each spring and fall we offer a series of workshops for spouses of foreign service employees. The spring workshops focus on the possibilities of working abroad; a similar series in the fall deals