

FPSS Society - Workforce Analysis

	Dan Malone	Krista Shelkey	Elisa Morrison	Dianne Thompson	Janet Christy	Zoe Gray	Sandra Beagley	Juanita Currie	Jessica Humphries	Judy Hollywood Bonnett	Mary Catherine Williams	Eva Vowles		
Position	Executive Director	Admin Assist	Admin Support	SI Coordinator	Mentor Coordinator	Admin Support	CI Coordinator	Port Alberni Coordinator	Comox Valley Coordinator	Upper Island Coordinator	Safe Babies Coordinator	Recruitment Coordinator	Actions/Notes	
Years with FPSS Society	17	13	3	6	9	1	4	7	1	15	14	19		
Microsoft Office														
Microsoft Word	X	X	X	X	X	X	X	X	X	X		X		
Microsoft Excel	X	X	?	X	X	X	?	?	X	X		X		
Microsoft Publisher	X	X	X	X	X	X						X		
Microsoft Access		X	?			?	?		?	?		X	MS Access - Krista or Zoe regularly creating and printing queries - next Newsletter May 2024	
Microsoft Outlook	X	X	X	X	X	X	X	X	X	X		X		
Microsoft PowerPoint	X	X	?	X	X	X	?		?	?		X		
Constant Contact														
Creating event and link	X	X		X			X			X			Constant Contact is a good tool for almost all staff who are connected to communication and surveys. This has expanded 2 to 3 coordinators over the last 24 months - initial Goal complete . Expansion to Zoe and Jessica in 2024	
Creating short link	X	X		X			X							
Opening/Closing registration	X	X		X			X			X		X		
Checking/Printing Registration lists	X	X		X			X			X		X		
Email Marketing	X	X		X			X					X		
Satisfaction Survey/Evaluation		X		X			X					X		
Scheduling reminders		X		X			X							
Downloading Reports	X	X		X			X			X				
LMS														
Adding course content		X											The Learning management system is contracted out to Pathwise Solutions to create and administer as needed. They will teach staff in March/April of 2024. How to administer and use pull data for quarterly reporting. In process Feb/Mar/April 2024	
Creating evaluations		X												
Analysing Data		X												
Membership Approval	X	X					X							
Recording Meeting		X												
Uploading Recording		X												
Editing Recording		X		X		X								
Zoom														
Booking event	X	X		X	X		X			X		X		
Hosting Event	X	X		X	X		X			X		X		
Teams														
Booking Event	X	X		X	X		X		X					
Sharing Screen	X	X		X	X		X		X			X		
Hosting Event	X	X		X	X		X		X					
CARF														
Standards	X											X	FPSS CARF expert is Eva Vowles since our first accreditation. Create an Annual list of all CARF essential CARF related tasks. More staff to understand Child and Youth services -Administration and Programs. - by June 2024	
Timelines	X											X		
Written Requirement	X											X		
Measuring and Managing Data	X											X		
Annual Update	X											X		
Desktop Publishing														
Posters		X	X	X	X	X	X			X		X		
Brochures		X	?	X	X	X	?					X		
Cards		X		X										
Booklets		X	X	X	X	X	X					X		
Newsletters		X										X	Cross training needed by Krista - including process to collect information. May and September Newsletters 2024	
Canva		X	X	X	X	X	?		?	?		X		
Master Data Base														
Adding Homes		X		X	X	X						X		

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Closing Homes		X		X	X	X						X		
Simple Queries												X	Cross training with Krista.	
Area Cheat Sheet												X	Cross training with Krista.	
Certificates of Attendance														
Getting Attendance list		X	X	X	X		X		?	X				
Templates		X		X	?		X		?	?				
FPSS Programs														
IRS Support	X	X		X	X		X		X	X		X		
Safe Babies	X	X		X	X		X		X	X		X		
Mentor Training	X	X		X	X		X		X	X		X		
Trauma Informed Transition Training	X	X		X			X			X		X		
PSACLN- Caregiver Learning Network	X	X											NEW - Provincial Collaboration 10 other Agencies	
Quarterly Reports														
Statistics	X	X		X	X	X	X	X	X	X		X		
Summaries	X	X		X	X	X	X	X	X	X		X		
Meetings and Workshops	X	X		X	X	X	X	X	X	X		X		
Formatting and layout		X		X	X	X	X		X	X		X		
Annual Report and Appendix														
Compiling workshops/meetings	X	X		X		X						X	Eva to create task list in chronological order for August 2024.	
Required reports	X											X		
Statistics	X											X		
Operational Requirements														
CARF	X	X		X	X					X		X		
Organization Manual	X	X	X	X	X	X	X	X	X	X		X		
Staff Handbook	X	X	X	X	X	X	X	X	X	X		X		
Newsletter														
Cover page	X											X	understanding Date,	
Coordinators' updates	X			X	X	X	X	X	X	X		X		
News and Events	X			X	X	X	X	X	X	X		X		
Formatting	X	X		X	X	X	X		X	X		X		
Proofreading and editing		X	X	X	X	X	X		X	X		X		
Layout		X										X		
Union Query												X	Cross training on this process with Krista, Zoe and Dan -April 2024	
Master data base (H, A, X)												X		
National Presortation Schematic														
Running Union Query												X		
Printing labels from query		X		X		X						X		
National Presortation Schematic			X	X		X						X		
Flat tubs labels												X	Eva to show -Krista and Zoe - May Newsletter	
Preparing Docket	X											X		
Drop off at Glanford depot	X		X									X		
Xerox														
Order Supplies		X											Cross training with Zoe on the ordering process for printer supplies and service calls- April 2024.	
Arrange Pick Up of Toner		X												
Toner Labels		X												
Workshops														
Creating event on Constant Contact	X	X		X			X			X				
Booking on Zoom	X	X		X			X			X		X		
In-person	X			X	X		X	X	X	X				
Workshop Planning Guide	X	X		X	X		X			X				
Annual Satisfaction Survey														
Creating Survey	X	X		X										
Distributing Survey	X	X		X			X							

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Prize	X	X											
Creating Report		X										X	Cross training with Zoe and/or Krista on next Satisfaction survey
Facebook													
Accessing Admin	X	X		X									
Stats	X	X		X									
Creating ads	X	X											
Posting ads	X	X		X									
Tracking ads	X	X											More staff to know how to track ad stats - May 2024
Posting comments	X	X	X	X	X	X							
Monitoring/responding to comments	X	X	X	X	X	X							
Removing comments/blocking visitors	X	X	X	X	X	X							
Posting resources/events	X	X	X	X	X	X							
Updates													
Website/Social Media													
Accessing Admin	X	X											Cross training with new employee Zoe - May 2024
Calendars		X	X			X							
Resources	X	X											Cross training with new employee Zoe - May 2024
Newsletters	X	X											Krista to teach Zoe to post next Newsletter - May 1st
Facebook Posts (Main Page)	X	X	X	X	X	X							
Facebook Posts (Group)	X	X	X	X	X	X							
Staff Meetings													
Summaries	X	X		X	X	X			X	X		X	
Agendas (Compile summaries)	X	X		X		X						X	
Recruitment													
Ad tracking	X	X		X									
Registration List	X	X		X								X	
Foster Hope PowerPoint	X	X		X								X	
MCFD - Contact list				X								X	
Email to attendees and absentees				X								X	Dianne, Krista and Zoe to know process each will do one information session communication - Eva to instruct - March/ April/May 2024
Information Session data base				X								X	
Health and Safety													
Required Training		X										X	Zoe and other Regional staff to take on and learn to administer Health and Safety Annual processes. Shared responsibility with Eva's supervision. 2024/2025
Report/Drills		X										X	
Personnel Emergency Contact		X										X	
Newsletter		X										X	
Bulletin Board						X						X	
Annual Policy Review	X											X	
First Aid Equipment Inspection	X	X	X	X	X	X	X - CI	X	X	X	X	X	
Fire Extinguishers		X										X	
Internal/External Inspections		X										X	
Fish Tank													
Water Change	X			X								X	
Autofeeder	X	X		X								X	
Salt	X											X	
Pump Cleaning	X											X	
UV Sterilizer	X												

Higher alert that maybe only 1 staff has this knowledge

Alert that only 2 staff have expertise or knowledge