



## Town of Penhold – FCSS Coordinator Temporary Full Time Employment Opportunity

The Town of Penhold is currently seeking an outgoing, dependable and organized individual to fill a temporary maternity leave position of FCSS Coordinator. The successful candidate's role is to assist individuals or groups to gain access to needed social services, to help identify local needs, and to assist in the development of projects to meet these local needs.

### **Duties will include, but are not limited to:**

The FCSS Coordinator will serve as a representative of the Red Deer & District Family and Community Support Services (FCSS) Program in the Town of Penhold. Within the guidelines of the FCSS Act and Regulations and under the direction of the Corporate Services Manager, the FCSS Coordinator will contribute to the FCSS Mission and the community of Penhold and design and deliver preventative social initiatives, programs and services that are shown to enhance the social well-being of individuals, families and/or the community. This position supervises the remaining Community Services Department and provides leadership and guidance to those positions.

### **Qualifications:**

- Secondary Education (Degree or Diploma) in social services or related field;
- Two year's experience in community and/or human services sector;
- Two years supervisory experience;
- Possess a working knowledge of available programs and services throughout Central Alberta and the ability to complete effective referrals;
- Consistent ability to maintain confidentiality;
- Proficient in Microsoft Office including Word, Publisher, Excel and Outlook;
- Criminal Record Check with vulnerable sector is required;
- Valid Driver's License;
- First Aid/CPR

### **Job Duties**

- Supervise the Youth Director, Youth Leader and Family Resource & Support Worker to ensure that the needs of the community are being met;
- Engage with the community to identify needs or issues and identify the target groups of the population within the overall community of children, youth, families, adults and seniors;
- Build capacity in the community to respond to the needs of the vulnerable sector within all the demographic categories;
- Facilitate projects and supports that enhance and promote social wellbeing and quality of life;
- Collaborate with partners, stakeholders, and other ministries or service agencies to provide preventative and early intervention services and supports; further providing information and making referrals and doing follow-up when applicable;
- Direct Services must comply with the FCSS Act and Regulations:
  - Support the 5 FCSS Outcomes established by the Province of Alberta
  - Initiatives must be designed to support at least one of the 6 Protective Factors
  - Complete reporting tasks as outlined by the Province and the Town of Penhold

The starting wage for this position is \$28.15/hr. Expected start date for this position is September 18, 2017 or as soon as a suitable candidate is found. Evening and weekend work may be required.

Please provide a cover letter, including job title, with your resume. Submit application via email to:

**Attention:** Karen Sawicki, Human Resources Manager  
**Mailing Address:** P.O. Box 10  
Penhold, Alberta  
T0M 1R0

**E-mail:** ksawicki@townofpenhold.ca

The closing date for this position is August 25<sup>th</sup>, 2017 or until a suitable candidate is found.

**Only those candidates selected for an interview will be contacted.**