

FAMILY & COMMUNITY SUPPORT SERVICES COORDINATOR (PERMANENT FULL-TIME)

The Town of Morinville is a growing community on the doorstep of Metro Edmonton. Developed on a foundation of rich heritage and culture spanning 100+ years, it offers an excellent quality of life with convenient access to all nearby big city amenities while retaining the characteristics of a vibrant and flourishing centre for the surrounding rural community.

Reporting to the Community Services Manager, the Family and Community Support Services (FCSS) Coordinator is primarily responsible for planning and implementing Family and Community Services and programs. The FCSS Coordinator provides leadership and supervision to a team of Programmers, Leaders, and Social Navigator functions primarily located at the Morinville Community Cultural Centre.

Key Responsibilities:

- Design, implement, coordinate, and administrate preventative social programs that conform to the intent and guidelines of the provincial government's FCSSAA and municipal policies that meet the needs of the community.
- Recruit, train, supervise, and provide leadership to all staff within FCSS.
- Ensure programs are well structured, meet community needs and health and safety standards.
- Provide a wide range of age activities accessible for the residents of the community.
- Create an annual workplan and corresponding budgets that set appropriate goals and objectives that develop and maintain a sound understanding of the Town's Strategic Plan and the FCSSAA Provincial mandate, and how they apply within the Community Services mandate for FCSS.
- Provide information and referrals to residents, local organizations and community resources.
- Contribute as a team member within Community Services in the ability of sharing ideas and process those concepts and outcomes into plausible actions within the supervised fields.
- Promote an increased awareness of social issues in FCSS, attend community meetings, maintain and distribute current information about available community resources, and support affordable preventative programs that enhance social well-being of individuals and families.

Requirements:

- Post-Secondary education in Human Services or related field.
- Minimum of 5 years direct programming experience in the human services field, direct experience with children, youth, seniors, preferably in a municipal setting.
- Valid First Aid/Level C CPR/AED Certification.
- Valid Class 5 Drivers Licence.
- High Five Quest 2 Certification or the ability to obtain.
- Previous experience in overseeing staff, including staff scheduling, training, and evaluating.
- Previous experience with an Emergency Management System is an asset.
- Exceptional customer service, interpersonal, verbal and written communication skills.
- Proficient skills in all Microsoft Office programs are required.
- Strong attention to detail and accuracy along with a high level of initiative.
- Effective time management and organizational skills.
- The successful candidate will be required to provide a criminal record check and drivers abstract as a condition of employment.

Compensation/Hours of Work: Annual salary range of \$76,900 to \$91,823 (7 Step Grid), based on a 35 hour work week. We offer a comprehensive benefits package including Pension, professional development opportunities, and a supportive work environment.

Application Deadline: Monday, August 8, 2022 at 12:00pm (noon)

Submit resume and cover letter quoting "Comp # 202239-FCSSC" to:

Human Resources, Town of Morinville

10125-100 Avenue, Morinville, AB T8R 1L6

Email: hr@morinville.ca | Fax: 780-939-5633 | Web: www.morinville.ca

The Town of Morinville thanks all applicants for their interest; however, only those under consideration will be contacted.

