



EMPLOYMENT OPPORTUNITY

Regional Director of FCSS and Lakeland Family Resource Network

The Town of St. Paul, County of St. Paul, & Town of Elk Point is seeking a new team member. This regional position will be permanent full time position and will be responsible for providing direction, oversight and direct and/or general supervision to FCSS and Family Resource Network Administration and Program Staff. The Director works closely with local, regional and provincial agencies to ensure that the preventative social service needs of residents are met.

Key Responsibilities (but not limited to):

- Developing and maintaining a contact network with professionals in the field and counterparts in other municipalities; investing the feasibility of shared services and programs or intermunicipal cooperation agreements with neighbouring municipalities.
- Responsible for monthly reporting on the status of projects, key initiatives, or other goals/objectives or outcomes identified in tactical and operational plans.
- Providing input into strategic planning process for the Councils under direction of the FCSS board and the CAO's.
- Responsible for developing the tactical and departmental operational plan to support the strategic plan, under the direction of the CAO's.
- Develop FCSS and Lakeland Family Resource budgets.
- Completing annual reports for the province as per our funding agreements.
- Complete the outcome measures report as per the Provincial requirement.
- Managing department within budget by coding all expenses to appropriate programs and approving purchases within the department.
- Researching and obtaining other sources of funding including provincial, federal or any other sources of revenue.
- Preparing grants and final reports, including developing, leading and participating in program development initiatives and aligning service delivery to the grant mandate.
- Attending Regular and Special Meetings of Council and other Committee and Board Meetings as required.
- Attending Board Meetings and providing updates to the FCSS board on the activities of the department including financials.
- Providing representation on community boards, groups and committees.

- Acting as a referral and information source for the public.
- Issuing news releases as necessary to inform the public of programs and activities.
- Promoting FCSS and Lakeland Family Resource Network in all aspects including creation and distribution of brochures, bulletins, advertising and other marketing tools.
- Working with the department to coordinate efforts that will enhance delivery of programs to all residents of our communities.
- Community engagement.
- Forming and maintaining community partnerships.
- Providing coaching and mentoring to staff.
- Setting the annual, quarterly and monthly measures, goals and objectives for each of the direct reports and ensuring timely follow up and action plans.
- Adhering to health and safety legislations and work policies and procedures always ensuring the protection and safety of self, coworkers, the public and environment.
- Approving training requests within budget and policy.
- Responsible for the hiring, supervision and performance management of staff in the department.
- Managing day to day operations of the department, including oversight of building maintenance and procurement of contractors.
- Researching and completing grants.
- Documenting and compiling statistics for programs and projects for use when doing yearend Provincial outcomes report.
- Preparing and keeping current job descriptions for all directly reporting staff, including addressing any questions or concerns o job evaluations or job level; working with the CAO or designated HR position to resolve.
- Analyzing the need and opportunity for programs in each community.
- Designing, implementing, coordinating, managing and evaluating all programs and events.
- Assisting individuals to gain access to needed supports and services.

Knowledge, Skills and Abilities:

- Responsible experience at a management level, including responsibility for budgets, operational planning and staff within a FCSS, Lakeland Family Resource Network or related industry.
- Community development experience.
- Experience working with local community organizations and/or social services agencies.
- Knowledge and experience working with the public, including providing problem solving or decision making at management level and/or within an escalated decision making framework.
- Ability to maintain confidentiality and respectful workplace and community relationships.
- Ability to grow and develop a team to be successful, including the ability to guide/coach/mentor staff and provide direction and correction in a consistent, timely and respectful manner.
- Ability to be open minded, honest, fair and accountable for own actions.
- Ability to exercise good judgement and be proactive.

- Being accountable for own actions and to manage multiple and often conflicting priorities while maintaining attention to detail, accuracy and meeting deadlines.

The following are considered assets for this position:

- Experience with strategic planning and establishing measurements.
- Related post-secondary education in social work or affiliated program.
- Completion of the Brain Story Certification through Alberta Family Wellness Initiative.
- Cultural Awareness or Diversity and Inclusion training.

Please send a cover letter and resume with two references to:

Human Resources Coordinator

Phone: (780) 645-1767

Email: humanresources@town.stpaul.ab.ca

Applications will be accepted until October 9, 2024 at 4:30pm

Please note the successful candidate will be required to provide a current/clean criminal record check and driver's abstract prior to their first day of work.

We appreciate and consider all applications submitted, however, only those selected for an interview will be contacted.