



Town of Legal Job Description

Family and Community Support Services (FCSS) Coordinator

Position Summary

The employee performs all functions necessary to ensure that the FCSS operates effectively and achieves the goals and objectives identified by the CAO and Community Services Board (CSB).

The FCSS Coordinator reports to the Chief Administrative Officer and is responsible for the coordination of preventative social programs under the guidelines of the CAO, Alberta Family and Community Support Services, Alberta Children's Services and Council. This includes financial management and reporting, budget preparation, grant preparation, administration of reports for Provincial FCSS, and other funding sources as identified. The FCSS Coordinator is also responsible to liaison with the not for profit sector within the town and surrounding areas and for recommending the development of new programming as required, and for the supervision of staff as required.

Under the direction of the CAO, the FCSS Coordinator will participate in program development from concept through to program delivery and on to program evaluation. This would include, but not limited to;

- ♦ needs assessment,
- ♦ program logic model development
- ♦ funding proposals (where available)
- ♦ concept development,
- ♦ budgeting,
- ♦ licensing if required,
- ♦ advertising & promotions,
- ♦ registration,
- ♦ delivery and
- ♦ evaluation of the family life programs.
- ♦ The FCSS Coordinator will also be required to collaborate with the recreation coordinator as well as perform other duties as assigned by the CAO. Participation of day and evening community committees will be expected.

The FCSS Coordinator is expected to have an educational background in social services, a solid understanding of the FCSS and Children Services Act and Regulations and excellent facilitation skills. The ideal candidate would possess a Community Social Services diploma or equivalent.

This position is offered as a part-time, permanent position of 21 hours per week, offering a Local Authorities Pension Plan. The salary will be commensurate with qualifications and experience.

For more information on either posting please visit <http://www.town.legal.ab.ca/jobs.html>

Please submit your resumes and cover letter to the Town Office at 5021 – 50 Street, or by mail to Box 390 Legal, AB T0G 1L0, by fax at 961-4133, or by email to main@town.legal.ab.ca. **This position will remain open until a suitable candidate is found.**

The Town of Legal thanks you for your interest, however, only those selected for an interview will be contacted.

Programs may be offered in a variety of formats including small groups, classes, workshops, special events, conferences, or on a one-on-one basis. Evaluations shall include appropriate output and outcome measures.

The functions of the FCSS Coordinator include:

- ♦ advocacy for seniors, disabled and other disadvantaged citizens
- ♦ development and implementation of FCSS preventative social service programs
- ♦ development of funding proposals and subsequent projects
- ♦ planning and coordination of special events
- ♦ facilitation of support groups
- ♦ and community development initiatives.

FCSS Programs may include the following;

- X Parent Education Programs
- X Marriage Enrichment Programs, Workshops and Courses
- X Suicide Prevention
- X Retirement and Pre-Retirement Programming
- X Family Enrichment Activities
- X Support Groups
- X Volunteer Income Tax Program
- X Community Inter-Agency
- X Coping with various personal and family life Issues

Such as:

- o *anger management,*
- o *coping with serious illnesses,*
- o *grief workshops,*
- o *assertiveness training*
- o *family financial management*
- o *collective kitchens,*
- o *FAS/FAE workshops,*
- o *Substance abuse issues*
- o *Other addictions*
- o *Children's safety*
- o *caring for aging parents,*
- o *stress at the workplace*

Occupational Health and Safety

All employees will participate in the Occupational Health and Safety program. Employees share the responsibility for maintaining a safe work environment and for maintaining safe work practices.