

FCSS COORDINATOR, YOUTH GREENVIEW, ALBERTA

DEPARTMENT: Community Services

LOCATION: Administration Offices – Valleyview, Alberta

STATUS: Vacant

Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farm-land, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks and vast prairie offering a year-round outdoor playground for all ages.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The FCSS Coordinator, Youth is responsible for the facilitation of effective youth programs which are designed to enhance the quality of life, and respond to the human needs of the residents of the Town of Valleyview and the Municipal District of Greenview. The FCSS Coordinator, Youth will be required to work within the community and within the schools.

MAJOR

- Responsible for the delivery of various Family & Community Support Services (FCSS) programs, throughout Greenview, as directed by the Manager, Family & Community Support Services.
- Maintain a positive working relationship with area schools and other agencies.
- Promote the social development of youth through educational and preventative programming that may include: Summer Day Camps, Emotional regulation, Grief and Loss, I Can Handle Anger, Home Alone and other programs designed for self-development and social development of youth.
- Ensure ongoing evaluation and assessment to validate existing programs.
- Develop new programs as approved by the Manager, Family & Community Support Services and the Board, to continue to meet the needs of the community.
- Communicate effectively with the Manager, Family & Community Support Services on a regular basis.
- Strive to meet the goals of the FCSS Board through innovative methods.

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OCCASIONAL

- Provide assistance to Family & Community Support Services Coordinator, Summer Programs.
- Participation in Emergency Social Services.
- Attend meetings as requested by the Manager, Family & Community Support Services.
- Provide monthly reports of activities to the Manager, Family & Community Support Services.
- Perform other duties as assigned and provide backup when requested.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- Post-secondary education in the human services field and / or equivalent combination of education and experience in the development of Community Service programming.
- Experience in facilitating groups and public speaking skills are an asset.
- Minimum 3 years' experience in the field.
- Experience working with children and young adults in a school or community setting.
- Class 5 driver's license.
- Must provide a Criminal Record Check and a Child Welfare Check.
- To perform this job successfully the individual must be able to perform the duties listed above with excellent quality, timeliness and precision.

SKILLS REQUIRED:

- Proficiency with Microsoft Word, Publisher and Excel.
- Excellent verbal and written communications skills.
- Ability to interact well with the employees, Management, Council, Ratepayers, students, teachers, school liaison workers and the public.
- Must be able to maintain confidentiality.
- Must be self-motivated, and able to work with minimal supervision.
- Must have excellent organizational and time management skills.
- Ability to interpret, implement and adhere to organizational policies and procedures.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Minimal physical effort, occasional light lifting.
- Extensive use of computer and telephone.
- Good lighting, temperature, and noise control.
- Normal working day consists of 7.5 hours; however occasional overtime may be required, including evening and weekend hours.
- Flexibility is a must.
- Use and operation of a vehicle.

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HEALTH & SAFETY:

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with Municipal District Policies and Occupational Health & Safety Regulations.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

JOB POSTING INFORMATION:

Interested candidates may submit cover letter and resume in one of the following ways:

Mail or Drop Off: Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079, Valleyview, Alberta T0H 3N0

Fax: 780-524-3981

By E-mail: careers@mdgreenview.ab.ca

Website: www.mdgreenview.ab.ca

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