

## **MANAGER, FAMILY & COMMUNITY SUPPORT SERVICES (FCSS) MUNICIPAL DISTRICT OF GREENVIEW**

**DEPARTMENT:** Community Services - FCSS

**LOCATION:** Valleyview, Alberta or Grande Cache, AB

**STATUS:** Accepting applications until a suitable candidate is found

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*Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farmland, tourist destinations, 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:**

Reporting to the Director, Community Services, the Manager, FCSS, is responsible for managing, directing, supervising, and coordinating the delivery of Family & Community Support Services, facilitating the development and implementation of programs and services designed to enhance the quality of life and respond to the human needs of the residents of the Municipal District of Greenview, including the Town of Valleyview. The operational activities of the Manager will include the implementation of innovative initiatives to drive functional excellence, ensuring adherence and compliance to all safety, operating, regulatory, ethics and Greenview standards.

### **MAJOR**

- Supervise all direct reports as assigned to the FCSS department.
- Staffing, training, performance reviews, daily report assessment, coaching, monitoring tasks, and performance management.
- Accomplish positive staff results by communicating job expectations; planning, monitoring and appraising job results; coaching, counseling, and disciplining employees; developing, coordinating, and enforcing systems, policies, procedures, and productivity standards and creating a healthy, respectful work culture among all FCSS staff and within and between all FCSS office locations.
- Understanding the social service needs and social determinants of each community within the MD of Greenview and develop responses tailored to the uniqueness of each community's level of need; conducting needs assessments when required.
- Establish and maintain an effective working relationship with the FCSS Board, Town of Valleyview and the MD of Greenview Councils, employees, and public at large.
- Ensure ongoing evaluation assessments of programs and services are completed and documented.



- Encourage coordination of activities among various groups to minimize overlap, cost inefficiencies, or jurisdictional confusion.
- Develop, implement, and maintain short- and long-term planning to ensure effective social services within the scope of provincial FCSS Act and Regulation.
- Develop new projects as recommended by the FCSS Board.
- Coordinate external FCSS grant funding and applications.
- Manage contracts and agreements with external parties in the utilization of FCSS funded initiatives.
- Act as the primary resource for information of preventative social services for individuals, families, and community groups throughout the area.
- Assist, prepare, and maintain a functional Business Plan and Capital Strategic Plan.
- Assist, prepare and present annual Operating and Capital Budgets to respective Councils and provincial authority.
- Manage expenditure control within established MD of Greenview policies and approved operating and capital budgets for the areas of responsibility.
- Ensure all work is carried out in a manner consistent with legislation, policies and/or existing bylaws.
- Develop and maintain productive working relationships with all internal departments.
- Maintain ongoing contact with the provincial FCSS network (i.e. regional meetings, annual conferences).
- Develop and maintain external partnerships with local provincial ministries and other municipalities.
- Maintain a positive working relationship with other service providers.
- Prepare and present department information and Requests for Decision for Council review and decisions.

## MINOR

- Attend and present at Council Meetings, applicable Committee Meetings, Workshops, Conferences, Administrative Meetings and FCSS Board Meetings.
- Attend and participate in peer meetings to maintain and forward shared accountability.
- Draft correspondence, reports and agendas for the FCSS Board as required.
- Respond to provincial government requests for information.
- Represent FCSS on various committees relating to the social needs of the community.
- Report all safety concerns or infractions.
- Perform other duties as assigned by the Director, Community Services.

## QUALIFICATIONS / EDUCATION / EXPERIENCE:

- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness, and precision.



- Post-secondary education or equivalent combination of education and experience in the development and management of Community Service programming.
- Five (5) years of applicable experience in a municipal environment.
- Supervisory/team management experience.
- Experience in planning, developing, organizing, and supervising programs and services.
- Class 5 driver's license.
- Must provide a Criminal Record Check and Child Welfare Check.

### SKILLS REQUIRED:

- Proficiency with Microsoft Word and Excel.
- Excellent verbal and written communication skills.
- Ability to interact well with, and respond to inquiries from employees, management, and clients.
- Must maintain confidentiality.
- Must be self-motivated and able to work with minimal supervision.
- Ability to interpret, implement and adhere to organizational policies and procedures.
- Must possess a thorough knowledge of the community services.

### WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Minimal physical effort; occasional light lifting.
- Extensive use of telephone and computer.
- Long periods of sitting, standing and reading.
- Use and operation of a vehicle.
- Out-of-town travel when required.
- Normal working day consists of 7.5 hours; however occasional overtime may be required.

### 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 the 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 for the position.



## HOW TO APPLY:

Interested candidates may submit cover letter (stating the position you are applying for) in one of the following ways:

**E-mail:** [careers@mdgreenview.ab.ca](mailto:careers@mdgreenview.ab.ca) (please quote the position in the subject line)

**Mail or Drop Off:** Municipal District of Greenview No. 16  
4806 – 36 Ave., Box 1079  
Valleyview, Alberta T0H3N0

**While we truly appreciate all applications, only those selected for an interview will be contacted.**

