



# Family Resource Support Specialist

## The opportunity

Leduc County is looking for an experienced and highly motivated Family Resource Support Specialist to join our team. Reporting to the Supervisor – Family Support Services, this exciting opportunity delivers prevention and early intervention services and supports for children to the age of 18 in the areas of child development and well-being, caregiver capacity building and social connections. Through managing priorities, the Family Resource Specialist is a key contributor to the achievement of the department's operational deliverables.

## About us

We support the employee experience and are dedicated to providing and maintaining a healthy work-life balance and environment for our employees.

Leduc County's mission is to lead the way for people and business to thrive. Our vision is to create a caring and growing community at the centre of industry and agriculture. Leduc County's operations are guided through our values of:

- *Accountability* – we look after the best interests of Leduc County citizens.
- *Integrity* – we follow through on our commitments.
- *Passion* – we believe in the good that local government can provide and will carry out our roles in a way that shows the importance of local government.
- *Responsiveness* – we act quickly to provide local programs, services, facilities and amenities that our citizens require.

## About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community.

If you enjoy routinely working out of the office and with children and families, as well as working flexible hours to meet the needs of others, this job is for you.

If you excel working under pressure, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, keep reading because we want to hear from you!

## What you will do

- Contributes to the development and implementation of the department’s operational plan by coordinating work and complying with *Family and Community Services Act* and Regulation, and relevant legislation.
  - Prioritizes work in a changeable environment.
- Supports families with children up to the age of 18 through intake, developmental screens, home visitation and family support services.
  - Provides information and support to assist in strengthening parent and caregiver knowledge, coping and problem-solving skills, accessing community resources, improving child and youth development.
  - Provides referrals and support linkages to community resources/agencies.
- Leads and administers workshops/groups, community events, engagement opportunities and activities for parents/caregivers and children to enhance knowledge and skills based on determined community/agency needs.
  - Participates in development of program needs through regular goal setting and capacity building.
- Compiles and maintains case notes, client and group files.
  - Records statistical information and prepares reports as required.
- Works with community partners, regional service providers and key stakeholders to develop resources and implement services.
- Purchases good/services on behalf of the county, within their assigned authority, ensuring efficient, responsible use of funds.
- Develops and recommends administrative directives and procedures that adhere to applicable legislation.
- Plans and implements projects that fall within the work group and department.
- Researches and carries out special projects, and reports as assigned.
- Strives to continually enhance the quality and delivery of services through efficiencies and innovation.
- Adheres to guidelines as set out in Leduc County’s policies and administrative directives.
- Accountable for working in compliance with the *Alberta Occupational Health and Safety Act*, Regulation and Code and participation in the Health, Safety and Wellness Program.
- Performs related duties as required.

## What you need to succeed

### *Must-have*

- A diploma in social or human services discipline or related discipline.
- Five (5) years of experience in childhood development and knowledge of the needs of parents, children, and families.
- Experience with group facilitation and dealing with pre/post-natal and mental health issues, vulnerable populations and working with high risk families
- A service focus with strong verbal and written communication skills are required to gain input, mutual understanding and encourage participation and collaboration in the delivery of programs and services.
- The ability to deliver presentations, and prepare clear, concise reports, as well as proficiency with Microsoft Office Suite
- Experience in information and referral, family dynamics, trauma informed approach, group facilitation, program design and implementation.
- Proven achievement of results through efficient coordination of work and project oversight.
- Experience working with teams.
- First Aid and cardiopulmonary resuscitation (CPR) certification, along with a valid Alberta Class 5 Driver's license.

### ***Nice to have***

- Familiarity with municipal operations and knowledge of rural communities

### **What's in it for you**

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between \$61,355.00 and \$76,694.00. Flexible work options that includes: a one day/week hybrid work from home; Earned Day Off (EDO) program and others, a 100% employer-paid comprehensive benefits package, municipal pension plan, and a starting three-weeks vacation allocation.

The opportunity is permanent full-time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The office is located at 101-1101 5 St. Nisku, AB.

### **How to apply**

Applications must be submitted on our website at [careers.leduc-county.com](https://careers.leduc-county.com) to be considered. This opportunity will remain open until a suitable candidate is found.

We thank all applicants however only those selected for an interview will be contacted.