



FCSS Community Navigator

Full-Time / Permanent

Located in the heart of Central Alberta, Red Deer County provides a wonderful mix of rural and urban amenities. Over 97% of County residents report high satisfaction with their quality of life, making Red Deer County a great destination for both living and working.

Red Deer County is a great place to work! It is much more than just a job to go to. It is a place where everyone plays an important role. At Red Deer County, we believe that mutual trust and respect, shared responsibility, and open communication are essential characteristics for creating personal success within a first-class working environment.

Red Deer County has a permanent, full-time position for a dynamic and highly motivated **FCSS Community Navigator** to supplement our ongoing focus in the delivery of customer service excellence.

Key Responsibilities

Under the direction of the Community Services Coordinator, the FCSS Community Navigator role is to assist individuals or groups to gain access to needed social services; to help identify local needs; and to assist in the development of projects to meet local needs. The FCSS Community Navigator serves as a representative of the FCSS Program in their assigned communities and contributes to the FCSS mission to develop locally driven preventative social initiatives, to enhance the well-being of individuals, families, and communities.

Within the guidelines of the FCSS Regulations the FCSS Community Navigator will:

- Provide guidance, consultation, and mentorship to community groups to meet service needs, including group facilitation, volunteer recruitment, and community development in the areas of FCSS.
- Build a strong volunteer base that is adaptable and flexible to meet the ever-changing needs of the community.
- Bring together community members where there are identified needs, facilitate discussions, and plan and support the actions of others.
- Inform community members of available services and connect families and seniors to services and support required by providing information and making referrals.
- Promote social development of youth, families, and seniors through the delivery of programs and activities so that they may function within their own environments.
- Facilitate services that enhance the quality of life for Red Deer County residents.
- Promote, encourage, and support volunteers and partnerships within the community.
- Undertake other tasks and responsibilities as required within the scope of the position.

Qualifications

- Completion of a post-secondary certificate or diploma in a related human services field, plus a minimum of three (3) to four (4) years directly related experience; an equivalent combination of related experience and education may be considered.
- Excellent public relations and customer service skills. A concise and positive communicator with an approachable attitude and the ability to problem-solve and maintain positive relations with a wide variety of individuals and groups, both internally and externally.

- Possess a working knowledge of available social and recreational services within the area and Central Alberta, with a focus on rural community functions and issues.
- Ability to relate well to relevant services within the community.
- Proven volunteer management skills along with innovative and relevant knowledge of various sources of funding.
- Proven facilitation skills with the ability to work collaboratively with little supervision.
- Ability to be an active, positive contributor on team-orientated assignments.
- Ability to work with confidential and sensitive information.
- Strong organizational skills.
- Valid Class 5 drivers' license, with an acceptable drivers' abstract.
- Acceptable Vulnerable Sector Criminal Record Check.
- Standard First Aid Level C with AED certification.
- Experience in a local government environment is considered an asset.

Additional Information

This is a permanent, full-time position (35 hrs/week). Red Deer County offers a competitive compensation package, learning opportunities, and work hours that enable a superior work-life balance.

Office Location: Springbrook Family Resources Centre, Springbrook, Ab.

Hours of Work: 8:30 a.m. to 4:30 p.m. Monday through Friday. (some evenings and weekends required)

Salary: The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

****A full position description is available upon request****

Qualified parties are requested to submit a detailed resume and cover letter to the Human Resources Department no later than **5:00 p.m., Sunday, October 20th, 2024**, to:

HUMAN RESOURCES DEPT.

hr@rdcounty.ca

www.rdcounty.ca



In the spirit of reconciliation, Red Deer County acknowledges that we live and work on Treaty 6 territory – north of the Red Deer River; and on Treaty 7 territory – south of the Red Deer River. We recognize and respect the many First Nations, Métis and Inuit Peoples whose footsteps have marked these lands for time immemorial.

We thank all applicants for their interest; however, only those invited for an interview will be contacted.

All resumes, and personal information provided therein, will be handled in accordance with the Province of Alberta *Freedom of Information and Protection of Privacy* (FOIPP) legislation. The personal information that you provide to Red Deer County is being collected solely for the purpose of applying for employment. Any questions or concerns should be directed to our FOIPP Coordinator at 403-357-5394.