

Job Title: Supervisor, Social Development

Requisition ID: 3057

Affiliation: Exempt

Position Type: Temporary Full Time

Fixed Term Duration: Approximately 1 (one) year

Number of Openings: 1

Bi-weekly Working Hours: 70 hours bi-weekly

Shift/Work Schedule: Monday to Friday (subject to change)

Division/ Branch:Community Services, Social Development

Job Location: Fort McMurray

Salary: Competitive Salary

COLA: Bi-Weekly - \$480

Posted (dd/mm/yyyy):05/10/2024

Closing Date (dd/mm/yyyy): 20/10/2024

Posting Type: Internal and External

GENERAL DESCRIPTION:

The Supervisor, Social Development is responsible for the leadership and supervision of a variety of community services programs, initiatives and projects using various approaches to manage complex and multi-faceted social issues. The incumbent also manages the work practices, and procedures of the Social Development branch including the program's human resource management. Primary responsibilities of this position include:

Employee Development:Performs supervisory tasks for assigned team members. Works with team to plan and balance workload. Ensures teams are managed fairly and consistently and those work processes are followed and coordinated to ensure service levels are met. Mentors, coaches, and provides support to staff.

Research and Implementation: Participates in the continuous research, improvement, and implementation of effective departmental strategies. Analyzes the effectiveness of departmental programs and makes suggestions for further improvement. Provides input to department business plans and develops council reports, municipal policies, bylaws, initiatives, and budget to ensure continuous achievement of department goals. Supports the management of all work related to branch events, programs, and projects within the approved budget. Leads and manages agreements, contracts, business plans, and other related branch documentation.

Departmental Guidance: Engage in community consultation to collaborate with stakeholders regarding social issues. Receives and reviews queries related to branch initiatives and determines appropriate response. Prepares and monitors related budgets. Writes and reviews reports necessary for funding obligations with both the Provincial and the Federal governments. Assists with all aspects of the allocation of funds through the Family and Community Support Services (FCSS) initiative and the Public Art program. Oversees and provides support to programs, initiatives, and events including but not limited to FCSS, Social Planning, and Arts and Culture. Ensures alignment with the Strategic Plan, Culture Plan, Public Art Plan, Diversity and Inclusion Plan, Social Sustainability Plan, Municipal Development Plan, and other relevant plans and frameworks as approved by Council and Senior Leadership. Participates in the administration of the emergency social services community response.

SKILLS REQUIREMENTS:

Candidates need to show evidence of the following:

- Ability to empower people, strong organizational skills, and use of innovative approaches in situations involving rapid change, shifting priorities, and/or simultaneous demands.
- Excellent interpersonal, analytical, and communication skills both verbal and written, as well as a demonstrated ability to assess situations from a business perspective.
- Strong contract and financial management skills
- Strong team player with a collaborative style and project management and facilitation skills.

- Proven customer focus with demonstrated ability to build effective relationships with internal customers, external providers, and industry contacts.
- Adherence to administrative directives, policy, and legal requirements with knowledge of multicultural and other diversity and inclusion issues and strategies.
- Proficient in various software applications.
- Sound, practical judgment using independent decision making.

EDUCATION:

- Degree in Social Work, Psychology, Social Science, Humanities, or related discipline.
- Certification in Project Management is preferred.
- An equivalent combination of education and experience may be considered.

EXPERIENCE:

- Seven (7) years of progressive experience in a community services, social program role.
- A minimum of two (2) years' experience as a supervisor/leader.
- Experience working in a public sector environment with unionized and non-unionized employees considered an asset.

OTHER REQUIREMENTS:

- Submission of a Criminal Record Check with Vulnerable Sector Search.
- A valid Class Five (5) Alberta Operator's License is required as incumbent will be required to operate a personal or municipal vehicle for business use on a regular basis.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible and accountable for knowing and working in accordance with the Health and Safety Directive. As per section 2 of the Occupational Health and Safety Act, the incumbent shall ensure, while in the employ of the Regional Municipality of Wood Buffalo, the health and safety of employees, contractors, and the public.

This position is employed in a supervisory capacity. As such, the employee is required to obtain additional safety training in accordance with municipal procedures and directives.

**To apply: Please visit our website at jobs.rmwb.ca
Current employees must apply through the internal careers site.
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted. Late applications will not be accepted.**