

Job Title: Social Planner

Requisition ID: 3224

Affiliation: Exempt

Position Type: Permanent Full Time

Number of Openings: 1

Bi-weekly Working Hours: 70 hours bi-weekly

Shift/Work Schedule: Monday to Friday

Department/ Branch: Community Partnership and Initiatives, Social Development

Job Location: Fort McMurray

Starting Salary Range*: \$117,668 to \$124,392 (Pay Band F)

COLA: Bi-Weekly - \$480

Posted (dd/mm/yyyy): 15/02/2025

Closing Date (dd/mm/yyyy): 02/03/2025

Posting Type: Internal and External

*The Municipality offers a competitive compensation package, including an attractive base salary, excellent benefits, retirement plans, and more. The starting salary for this position is within the range listed above and will be dependent upon the qualifications and experience of the successful candidate.

GENERAL DESCRIPTION:

The Social Planner is responsible for investigating, analyzing, and responding to social needs and well-being of the residents of the Wood Buffalo region. Primary responsibilities of this position include:

Administration: Manages the administrative functions of the department to ensure maintenance of records, databases, documents, and departmental reports. Reviews budget and expenditure information for accuracy, processes charges, and tracks costs. Organizes activities for other related programs and special projects as required.

Departmental Support: Assists with research, social analysis, and development of department initiatives, plans, strategies, and programs. Analyzes department goals and objectives and ensures tasks are aligned and meeting service levels. Responds to enquiries, assists with service delivery, and maintains best practices.

Service Delivery: Participates in the Emergency Social Services response. Develops and maintains effective citizen involvement in social service planning and delivery. Designs and implements evaluation systems for internal and external city-funded programs and initiatives. Develops and reviews all relevant programs and implementation strategies and cumulative program impacts. Provides advice and feedback to promote effective planning and implementation processes of preventative social programs and initiatives.

SKILLS REQUIREMENTS:

- Strong planning, organizational, problem-solving, influence, and community engagement skills.
- Demonstrated written and verbal communication skills.
- Demonstrated ability to interact effectively with diverse populations of individuals and groups.
- Ability to develop and maintain an effective work relationship that is sensitive to individual differences and culture.
- Proven background and understanding of conducting research and social planning theories and models.
- Must demonstrate superior leadership, initiative, flexibility, and political sensitivity abilities.

EDUCATION:

- Degree or diploma in Social Sciences.

- Additional training in conducting social research, interviewing, survey design, and data analysis is considered an asset.
- An equivalent combination of education and work experience may be considered.

EXPERIENCE:

- Three (3) years with a (degree) or five (5) years with a (diploma) experience in a social planning role.

OTHER REQUIREMENTS:

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

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.

**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.**