



Life Safety and Navigation Coordinator

Full-time, Temporary - 35 hours per week

Term ends December 31, 2027

\$77,859.60 - \$97,333.60 / annum

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

Come work with us!

We are currently recruiting a full-time, temporary **Life Safety and Navigation Coordinator** for our Family and Community Support Services department.

What is the Opportunity?

Reporting to the FCSS Manager, this position will provide timely and appropriate supports to residents requiring specific service to those who are unhoused or are at risk of losing housing. Using best practices and trauma informed approaches, the Life Safety and Navigation Coordinator will build relationships with program participants to provide support, referrals, information, crisis intervention and enhanced wellness options. The position will collaborate with internal and external stakeholders, such as Leduc Enforcement, to deliver direct community client support and consistent levels of service across all stakeholders. To achieve consistent support throughout the community this role will have the flexibility to conduct targeted community outreach and to serve other organizations and City facilities. The result of a visible presence at key locations in the community and flexibility to go where the clients are located will help establish relationships with our most vulnerable residents, reduce the impacts of those who have barriers to accessing traditional services, and provide support to those identified stakeholders. **During extreme weather activations (cold, heat and air quality in accordance with the City of Leduc Extreme Weather thresholds), this position will need to work flexible 7-hour shifts and workdays (outside of Monday to Friday, 8:30 am to 4:30 pm) to provide life safety services to better meet the needs of those without homes in our community. No on-call duty is required outside of these scheduled shifts.**

What will you do?

- Identify, support and build relationships with the most vulnerable in our community who may be experiencing mental health, homelessness, poverty, and/or substance use challenges via service coordination and system navigation
- Create flexible client-focused plans, goals and outcomes for residents including helping with paperwork, and advocating with many levels of systemic systems e.g. Provincial government programs
- Facilitate community partnerships with the aim of aligning coordinated client centered community standards and support systems for our shared caseloads
- Foster and build relationships with the community and businesses at a neighborhood level and among service providers in the broader community to support a collaborative approach to change

- Have the ability to utilize already established agency relationships to connect with participants and provide a high level of service as a key member of multiple formal and informal teams across the community

What do you need to succeed?

You are an ideal candidate if you have the following:

- Bachelor's degree related to the area of responsibility from an accredited college or university (eg: Social Work, human Ecology, Child and Youth Care, Psychology, etc.)
- Three (3) to five (5) years of related experience
- Experience working one-on-one with individuals and families who are at risk
- Experience working with residents who may be experiencing homelessness, poverty, mental health, and addictions
- Experience directly working in a qualified organization specializing in shelter services or serving the unhoused would be considered an asset
- Training in trauma-informed care, substance abuse awareness, psychological first aid would be an asset
- Municipal experience and Emergency Social Services (ESS) experience is an asset
- Evening and weekend work will be required

Successful candidate must be able to provide a clean Criminal Records Check – Vulnerable Sector and Child Intervention Check, at own expense, as part of the hiring process.

MyRewards@COL

- Competitive salary
- LAPP pension
- Comprehensive health, dental and wellness benefits, including a healthcare spending account
- Annual City of Leduc recreation pass, including access to free drop-in programs
- Professional development opportunities
- Free parking

If this sounds like you, please apply through our website at www.leduc.ca/careers

Competition closes at 11:59 PM (MT) on March 12, 2025. This competition may be used to fill future vacancies at the same or lower classification level. Due to the high volume of resumes received, we are not able to respond to individual phone calls. We thank all applicants for their interest; however, only those selected for interviews will be selected.