

## The opportunity

Leduc County is looking for an experienced and highly motivated Community FCSS Programmer to join our team. Reporting to the Manager – Community Support Services, this exciting opportunity coordinates and facilitates community support activities within the hamlet of New Sarepta and assists residents in accessing information and services offered through Family and Community Support Services. Through managing priorities, the programmer is a key contributor to the achievement of the department's operational deliverables.

## 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 have a service focus with strong verbal and written communication which you use to gain input, mutual understanding and encourage participation and collaboration in the delivery of programs and services, this may be the role for you. Proven achievement of results through efficient coordination of work and project oversight is key to success in the role

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 other relevant legislation.
  - Prioritizes work in a changeable environment.
- Implements projects and day-to-day work assignments to meet service area deliverables.
- Assists residents in accessing information and services.
  - Responds to all inquiries related to community support, including assisting with completion of applications and forms.
  - Promotes awareness of community resources.
  - Maintains program and client files, including client data, case notes, and evaluations.

- Notes any needs of individuals and families within the community and works with supervisor to determine effective ways of addressing those needs.
- Fosters and maintains relations with key stakeholders to build partnerships and awareness of services available.
- Organizes and leads community programs, workshops and events.
- Provides support to the department as needed.
- 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 New Sarepta community function.
- 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 high school diploma or equivalent with appropriate training and certification to support clientele with practical life skills.
- Three (3) years of experience, in community programming.
- Experience in information and referral, seniors' issues, intergenerational programming, family dynamics, trauma informed approach, group facilitation, program design and implementation.
- The ability to deliver presentations, and prepare clear, concise reports.
- Proficiency with Microsoft Office.
- Experience working with teams.

### *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 hourly salary of between \$35.59 and \$44.48, a 100% employer-paid comprehensive benefits package, municipal pension plan, and a prorated vacation allocation.

The opportunity is permanent part-time and is 28 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The office is located at 5088 1 Ave S, New Sarepta, AB.

## How to apply

Applications must be submitted via our website [leduc-county.com](http://leduc-county.com) to be considered.

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