



**Life Safety and Navigation Coordinator
Temporary (13 Months) - 35 hours per week
Start Date: December 01, 2026, and End Date: December 31, 2027**

At the City of Leduc, our mission is Building a connected community for all people. 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 Lead, Specialized Social Services, this position will provide timely and appropriate support to residents 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, advocacy, and enhanced wellness options. The position will collaborate with internal and external community partners, such as Leduc Enforcement, to deliver direct community client support and consistent levels of service across all community partners. 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 identified community partners. **During extreme weather activations (cold, heat and air quality in accordance with the City of Leduc Extreme Weather Plan thresholds), this position will need to work flexible 7-hour weekday shifts and weekend shifts (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 residents in our community who may be experiencing homelessness, poverty, mental health and/or substance use challenges via service coordination and system navigation
- Create flexible client-focused plans, goals and outcomes for residents, including navigating housing pathway options, helping with paperwork and applications, and advocating across multiple levels of interconnected 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 neighbourhood level and among service providers in the broader community to support a collaborative approach to change
- Utilize 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
- Provide support to all City of Leduc residents by providing office day coverage for the FCSS team.

Who you are?

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.) A related diploma may be considered.
- Three (3) 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/or substance use challenges
- Experience directly working in a qualified organization specializing in shelter services or serving the unhoused population 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
- Regular evening and weekend work will be required

What we Offer?

At the City of Leduc, we believe in taking care of our people. Here's what you can expect:

- **Competitive hourly pay:** \$44.06 – \$55.08 per hour
- **Recreation Pass:** A City of Leduc recreation pass, including access to drop-in programs.
- **Free Parking:** On-site free parking for employees
- Employee Family Assistance Program

Important Notes!

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.

Ready to Join Us?

As a Life Safety and Navigation Coordinator, you'll play a vital role in connecting individuals with essential resources and promoting community well-being through proactive safety and support initiatives.

If you're passionate about public service, thrive in a fast-paced environment, and are committed to making a difference in people's lives, we want to hear from you!

Apply now at: www.leduc.ca/careers

Competition closes at **11:59 PM (MT) on November 06, 2026.**

This competition may be used to fill future vacancies at the same or lower classification level. We thank all applicants for their interest; however, only those selected for interviews will be selected.

At the City of Leduc, we are committed to a workplace where diversity is valued, inclusion is intentional, and everyone feels a sense of belonging. We welcome applications from all qualified individuals and recognize the diverse backgrounds, perspectives, and experiences that strengthen our team. If you require assistance or accommodation during the recruitment process, please contact us at Careers@leduc.ca.

Recruitment Privacy Notice

The personal information you provide through the recruitment process, including your application, resume, assessment material, reference information, is collected and used to assess your qualifications and suitability for employment with the City of Leduc. Should your application be selected for employment with the City, this information will become part of your employment file and will support hiring, onboarding activities and the administration and management of employment programs.

Your personal information will be accessed and disclosed only as authorized or required by law and may be shared with authorized City employees, hiring managers and service providers as necessary to administer recruitment and employment-related activities.

Information is collected in accordance with section 4(c) of the Protection of Privacy Act and may be subject to disclosure and access in accordance with the Access to Information Act. For information regarding the collection, use, and disclosure of information, you may contact the City's Privacy Officer at (780) 980-7173, #1 Alexandra Park, Leduc, AB, T9E 4C4.