



## **EMPLOYMENT OPPORTUNITY** **LAC LA BICHE COUNTY**

### **Programming Supervisor** **Full Time Term Position (Ending July, 2018)**

This position will oversee the Parent and Child Family Center to ensure a good blend of services that meet the Provincial Parent Link mandate and provide high quality childcare for the Bold Center. This position will seek opportunities for community development, new partner programs and innovative ideas for supporting healthy families and the community. This position is responsible for general operations ensuring a range of services is being provided for parents and children including: parent education, early childhood development and care, family support, and information and referral services. This individual is required to understand and implement high standards for childcare, child development and aware of the provincial standards as set out in the Child Care Licensing Act and Regulation. Ensuring proper documentation, statistical gathering, outcomes, program planning and data collection are an essential part of success for the program and is overseen by this position.

#### **Responsibilities:**

#### **Responsible to take a lead or ensure staff are supported to be able to research, development and implementation of programs and services for:**

- Meet the needs of the bold center to provide quality child care;
- Parent education, both drop-in and registered programs;
- Early childhood development, both drop-in and registered programs;
- Positive family development, both drop-in and registered programs;
- Information and referral services;
- and/or projects (including both outcomes measures and communications planning);
- Develop positive working relationships with other community organizations having mandates in the above identified areas;
- Identify community needs through evaluation, research;
- provide recommendations for addressing needs;
- Organize and/or deliver community presentations and workshops relevant to the core mandate of Parent Link;
- Working with the FCSS Program Coordinator to maintain strong partnerships and working relationships with all human service agencies and establishments in Lac La Biche County;
- Networking within the community to keep abreast of new and emerging social family issues, and sharing insights with the rest of the department;
- Supervise, mentor and coach staff directly reporting to the incumbent

- Identifying opportunities to support and partner in new initiatives that are supportive of people in the community, and help in developing child and family resiliency;
- Provide liaison support for groups and societies in the development of projects
- Supervise, mentor and coach staff directly reporting to the incumbent.
- Work with other programs within the department and the County to deliver programs or events;

**Responsible for administrative information supporting program reporting and longevity:**

- Reporting on implemented projects, numbers of program participants and outcomes from programs;
- Maintain statistics for provincial and municipal reporting purposes;
- Participate in budget development and working within the approved budgets;
- Attend Lakeland Parent Link Network programmers' meetings.
- Attend training provided by the provincial government to aid providing parenting supports;
- Recommending and assisting development of policies and procedures to support a sound on-going program working within the structure of Lac La Biche County;
- Adhere to the County Health and Safety policies and procedures.

**Qualifications:**

- A university/ college degree or diploma in a human or social service field, which includes courses in community development or engagement, program planning and evaluation, and administration; clinical supervision, would be considered an asset.
  - Equivalencies may be considered.
- 3 or more years' experience at level in a human or social service field with extensive knowledge and practice in social programming, community development and administration.
  - Demonstrated leadership abilities.
  - Strong working knowledge of local community services would be an asset.
  - Understanding of municipal government processes would be an asset.
- Demonstrated communication and public relations skills, including the ability to speak effectively in public and work cooperatively with the media.
- Knowledge and experience in writing program logic models/outcomes measures, and reporting in the same formats.
- Demonstrated experience in supervising and mentoring staff.
- Project management.
- Some understanding of budgets and budget forecasting.
- Good computer, business and administrative work.

**Working Conditions**

This position is fast-paced, and dynamic. Staff must be able to work collaboratively with colleagues and other community agencies to determine needs, and ways to address the needs. A solid understanding of sound community development principles and how to build and maintain positive relationships with both partners and clients.

- Must frequently be standing, walking or moving to set up program and, put program materials away.
- Must also be able to work with young children, in a low seated position or on the floor.
- Must be watchful of parent social cues, particularly for families in high stress or crisis.
- Frequently spending many hours at a computer / desk work station, on the computer or telephone;
- Attending meetings frequently;
- Some evening and weekend work is required for the position;
- Fast-paced, varied work environment. This includes many meetings with partner agencies, grant applicants, staff and the public;
- Strong analytical skills for reviewing documents;
- Ability to assess community needs through research, and work co-operatively with other human service agencies to address needs;
- Strong leadership skills to ensure work unit cohesiveness and ability to assist community processes.

### **Physical Requirements**

- Mentally taxing, particularly when task-switching frequently.
- Many hours sitting at the computer and doing paperwork.
- This position is predominantly administrative; however some movement of materials for events and presentations is required.
- Mental stamina is required for attending numerous meetings consecutively.
- High stress when meeting reporting deadlines.

### **Salary range is \$34.52 to \$44.67 hourly.**

- Competition Number: 31-PS-17
- Closing Date: Open until suitable candidate is found.

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679

Lac La Biche, AB T0A 2C0

Email: [hr@laclabichedcounty.com](mailto:hr@laclabichedcounty.com)

We thank all interested applicants; however, only applicants selected for an interview will be contacted.