



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

### **Parent Link Programmer** **Part Time Permanent Position (42 hours bi-weekly)**

This position is responsible for planning and executing programs and parent supports that meet the mandate of the Parent Link program. The programmer develops and maintains positive working relationships with other government and community organizations supporting young families. In partnership with other agencies mandated to support early childhood development and supporting young families, the programmer(s) will create and implement family and child-oriented programming. They will also be responsible for general operations of the Parent Link Centre, 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.

#### **Responsibilities:**

##### **Responsible for the research, development and implementation of programs and services for:**

- 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.
- Preparing and implementing all planning documents for programs 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;
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##### **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;
- 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.

**General duties:**

- Work with other programs within the department and the County to deliver programs or events;
- Other duties as may be required by the FCSS Program Coordinator or the department manager.

**Qualifications:**

- Diploma or degree in Social Work, Early Childhood Development or other human services field.
- Equivalencies of grade 12 with extensive experience and understanding in the fields of early childhood development and parent supports.
- Must understand and follow the 'Principals of Practice' as outlined by the Family Resource Centers of Canada.
- Active listening skills.
- Interviewing skills to learn about client needs.
- Solid understanding of resources available in the community, and regionally.
- Ability to work well both independently and in a team environment.
- Ability to work with different cultures.
- Program design and evaluation;
- Outcome measures development and processes;
- Positive Parenting Principles (Triple P), and other parent education programs;
- First aid and Mental Health First Aid.
- Aboriginal Awareness training.
- Must submit a Driver's Abstract, Criminal Record Check, and Child Welfare Check that meets the satisfaction of the County.

**Salary range is \$29.63 to \$38.34 hourly.**

- Competition Number: 33-PLP-18
- Closing Date: This competition will remain open until a 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@laclabichecounty.com](mailto:hr@laclabichecounty.com)

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