



FULL-TIME EMPLOYMENT OPPORTUNITY

MANAGER

FAMILY AND COMMUNITY SUPPORT SERVICES (FCSS)

THE OPPORTUNITY- The Town of Mayerthorpe has a fantastic opportunity for a FCSS Manager to join the team of a vibrant municipality. This position reports to the CAO and is accountable for the administration and implementation of Family and Community Support Services programs offered by the Town. Responsibilities include providing leadership and supervision to both the family and community services and recreation services. The ideal candidate will have exceptional people skills, a demonstrated history of building and retaining high-functioning teams, be enthusiastic about providing excellent customer service to the residents, businesses, and community.

QUALIFICATIONS

- Two (2) to Five (5) Years of Applicable FCSS Experience in a Municipal Environment
- Five (5) Years of Supervisory/Management Experience
- Effective Written and Oral Communication Skills
- Ability to deal with the public in a courteous, diplomatic, and tactful manner
- Degree/Diploma in Social Science or Business Administration or a related field
- High Personal Motivation and Self-Management
- Ability to Relate Effectively to People of Diverse Backgrounds
- Previous Experience in Strategic Planning, Program Design, and Implementation
- Experience in Financial Planning, Proposal Development, and Grant Applications
- Experience Managing Staff and Working with Community Board
- Valid Driver's License and Reliable Vehicle
- Satisfactory Criminal Record and Child Intervention Check

SALARY AND BENEFITS

This position is full-time 35 hours a week. Compensation package, including salary, will be discussed during the personal interview.

Closing Date: February 5, 2025

***A complete job description is available on the Town website**

www.mayerthorpe.ca/work/employment-opportunities

Please send resumes to the attention of Christopher Leggett, Chief Administrative Officer at cao@mayerthorpe.ca

The Town of Mayerthorpe thanks all applicants for their interest, but only those selected for an interview will be contacted.

<p>JOB DESCRIPTION</p> <p>Family Community Support Services (FCSS)- MANAGER</p>	 <p>TOWN OF MAYERTHORPE</p>
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DEPARTMENT(s):

FCSS

REPORTS TO:

Chief Administrative Officer (CAO)

SUBORDINATES:

FCSS Department Staff

Date: January 15, 2025

GENERAL ACCOUNTABILITIES

The FCSS Manager is a dynamic and resourceful individual responsible for providing leadership in planning, organization, implementation, and evaluation of Family and Community Support Services (FCSS) programs and services. This role is pivotal in supporting individuals and families to develop greater independence, resilience, and the ability to manage crises. By fostering partnerships and collaborating with local service agencies, the FCSS Manager works to enhance community awareness of social needs and provides essential resources and tools that strengthen the fabric of the community.

Leading by example, the FCSS Manager is committed to adhering to and enforcing the Town's policies and procedures. The position also serves as an advocate for safety within the organization, ensuring that all Health & Safety policies, work procedures, and directives are followed by staff, and that safety is prioritized in every aspect of the operations.

As the primary leader of the FCSS team, the Manager plays a critical role in guiding the department toward achieving its goals, ensuring the delivery of effective programs, and coordinating with various stakeholders to meet the social service needs of the community. This includes taking an active role in the development and execution of programs that promote community well-being and prevent crises.

REPORTING RELATIONSHIPS

This position reports to the Chief Administrative Officer for the Town of Mayerthorpe.

This position supervises the West End Bus Excursion Program, and FCSS Coordinator

DUTIES AND RESPONSIBILITIES

- **Collaboration with Community Services Committee:** works closely with the Mayerthorpe & Area Community Services Committee to ensure the delivery of FCSS services to the Town of Mayerthorpe, as well as portions of Lac Ste. Anne County and Woodlands County, while ensuring compliance with the Family and Community Support Services Act of Alberta.
- **Coordination with Mayerthorpe Interagency Group:** facilitates the efficient delivery of social services in Mayerthorpe, taking a leadership role within the Mayerthorpe Interagency Group when required, ensuring coordinated and effective services.
- **Volunteer Management:** responsible for maintaining and promoting a volunteer registry. This includes organizing volunteer development and recognition initiatives, particularly during Provincial Volunteer Week.
- **Disaster Services Coordination:** As the Director of Emergency Social Services, the FCSS Manager works closely with Disaster Services, particularly during emergencies, to ensure effective response and support.
- **Grant Administration:** administers FCSS grants to community groups, which includes promoting the availability of grants, analyzing applications, and ensuring proper follow-up for grant accounting and reporting.
- **Short-Term Counselling:** provides short-term counselling, assessment, and support to individuals and families who may not be eligible for other social services. This role ensures that no service gaps exist and collaborates with other agencies to address these gaps.
- **Referral and Information Services:** provides information and referrals to residents, assisting them in accessing appropriate provincial social services and helping them navigate available resources.
- **Case Conference Coordination:** coordinates case conferences as needed, ensuring that appropriate services are provided to families and individuals.
- **Community Information for New Residents:** ensures that new residents receive relevant community information to help them integrate smoothly into the Mayerthorpe community.
- **Youth Program Development:** initiates and promotes preventive activities for youth, ensuring that these programs align with the FCSS mandate, and providing structured programs that address youth development.
- **Program Registration and Financial Oversight:** works with Town office staff to monitor program registrations and payments. The Manager also provides clear direction regarding registration rules and approves expenditures originating from FCSS functions.

- **Senior Services:** ensures the needs of senior citizens are met through programs and other initiatives designed to help seniors maintain active, independent lifestyles.
- **Collaborations with Law Enforcement and Education:** The FCSS Manager works with the RCMP and Northern Gateway Schools to promote the collaborates with educational initiatives that support youth development.
- **Cross-County Collaboration:** collaborates with the Lac Ste. Anne County FCSS office to offer joint programs that serve a larger geographic area, maximizing resources and impact.
- **Pedestrian Safety and Traffic Programs:** partners with Alberta Traffic Safety to deliver pedestrian safety programs, including the PARTY (Prevent Alcohol and Risk-Related Trauma in Youth) program.
- **Early Childhood Mapping and Adult Learning Projects:** works with Alberta Education on initiatives like the Early Childhood Mapping Project and supports adult learning programs, including the Volunteer Tutor program.
- **Department Leadership and Supervision:** provides leadership, coaching, and supervision to the FCSS team, ensuring collaboration across Town departments, social service agencies, community groups, and volunteers.
- **Program Evaluation and Efficiency:** responsible for annually evaluating FCSS programs to ensure they remain efficient, effective, and customer service-oriented, addressing the evolving needs of the community.
- **Policy and Goal Recommendations:** recommends and implements departmental goals, objectives, and policies, ensuring that procedures align with these approved goals and community needs.
- **Liaison with External Agencies:** maintains relationships with public and private sector social service agencies, school boards, church groups, community groups, and volunteers to ensure comprehensive service delivery to at-risk populations.
- **Safety and Legislative Compliance:** ensures that all staff comply with health and safety regulations, maintaining a culture of safety within the department. This includes working with the safety department to enhance and implement safety programs specific to FCSS.
- **Grant and Funding Application:** stays informed about applicable grants and funding opportunities, preparing and applying for grants to support FCSS programs and initiatives.
- **Council and Committee Participation:** attends meetings of the Town Council, monthly manager meetings, and relevant committee meetings, providing updates on program performance and collaborating on town-wide initiatives.

- **Community Engagement and Capacity Building:** fosters relationships with other agencies and organizations to raise awareness about community needs, working to create partnerships that will strengthen community capacity and resilience.
- **Program Promotion and Coordination:** responsible for developing, implementing, evaluating, and promoting programs designed to enhance the quality of life for residents while addressing social needs within the community.
- **Budget Management and Reporting:** develops and manages annual budgets for FCSS services, ensuring alignment with departmental goals and objectives. The Manager also prepares annual reports for Provincial and other government grants, ensuring transparency and accountability.
- **Board Administration:** serves as the administrator of the FCSS advisory board, providing information and feedback during quarterly meetings to maintain the integrity of the FCSS program.
- **Staff Management and Development:** hires, trains, supervises, and releases staff in accordance with personnel policies, ensuring compliance with safety protocols and fostering professional development opportunities.
- **Collaboration with Other Departments:** works closely with other managers and departments to ensure coordination between FCSS and other Town services, optimizing the delivery of services to the community.
- **Senior Leadership Reporting:** provides updates to senior leadership and Town Council, attending management and council meetings as required, ensuring that FCSS activities align with broader Town objectives.

QUALIFICATIONS/EDUCATION

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