



FCSS CO-ORDINATOR Job Description

Purpose

The Community Coordinator provides community development, advocates for community members, assists clients directly with information and referral services, and facilitates an awareness of social needs and trends within the community. This position maintains contact with the Leduc County FCSS Department through the Community Support Coordinator and evaluates programs offered to ensure compliance with FCSS outcomes measurement.

Role and Responsibilities

- Responsible for the development, coordination, and management of I programs.
- Develop and implement program goals, objectives, and outcome measurements.
- Determine and direct appropriate method of service/delivery; eg. Information, facilitation, training, coaching mediation, intervention or referral.
- Demonstrate a strong understanding of community development principles and practices.
- Consult and collaborate with community members/group.
- Coordinate F.C.S.S. special projects as required.
- Manage complex issues with multiple partners that may include political consideration.
- Evaluate proposals for possible related funding models/contracts as required.
- Develop and implement strategies in working within a diverse rural region.
- Participate in the creation and maintenance of appropriate partnerships and relationships.
- Plan, develop and manage budget fulfilling relevant financial and contractual requirements.
- Ensure that service standards and quality measures of agency/community/client needs and demands are established, implemented and monitored.
- Participate with the administration of FCSS emergency community response as required (eg: through involvement with the Emergency Management Plan and the Reception Site)
- Create and maintain all required files statistics and prepare related reports.
- Support organizations, communities & boards to access resources and expertise to promote organizational capacity building.

- Develop and maintain an effective work relationship that is sensitive to the individual differences and diverse population.
- Advise internal/external customers on program issues.
- Conduct community consultation/engagement and maintain partnerships.
- Facilitate public education and information sessions.
- Develop and maintain a close relationship with key stakeholders.

Qualifications

- Background in Social Work, Public Administration, or related human services discipline
- Understanding of community development principles & practice.
- Written and verbal communication skills.
- Ability to interact effectively with individuals, groups and agencies.
- Problem solving, mediation, crisis intervention, and negotiation skills.
- Ability to manage numerous priorities.
- Ability to deal with a wide and diverse client group.
- Strong leadership abilities.
- Immunizations strongly recommended.
- Provide a criminal record and vulnerable sector check for review and acceptance.

Key current programs/partnerships

Christmas Elves

Volunteer Income Tax Program

Volunteer Appreciation

Community Awareness

Be Cool Program

Ecmag

F.C.S.S. Leduc County/Calmar/Warburg/New Sarepta