

The Town of Gibbons is accepting cover letter and resumes for the following position:

POSITION TITLE: Gibbons Family Resource Community Connector Coordinator
REPORTS TO: Manager of Family and Community Supports
WORK WEEK: Full Time 37.5 hrs per week

Under the supervision of the Manager of Family and Support Services this position is responsible for coordination and provision of Community Services including the delivery of professional, competent, and confidential client services related to simple enquires and/or complex needs.

Roles and Responsibilities:

- Delivery of professional, competent, and confidential client support services related to simple enquiries and/or complex needs-including drop-in support, office coverage, phone/virtual support, and overall case management.
- Community Partnerships- work collaboratively with other community organizations to support residents' needs.
- Plan, implement, promotion and evaluate programs and services through community events, networking, and collaboration, in person, interagency meetings and through electronic means, including social media.
- Provide support and direction to other staff and volunteers.
- Work within the program budgets and submit financial reporting to the program manager.
- Report on program outcomes to a program manager.

Qualification and Requirements:

- 1-3 years' experience in a Human Services role.
- Post-Secondary education in Human Services, Education, Social Work, or equivalent. Related education and/or experience will be considered.
- Above average communication skills, and comfort working with a variety of socio-economic groups.
- Strong Computer skills in Microsoft Office Suite, including Excel and social media.
- Standard First Aid/CPR, acceptable Police Information Check with vulnerable sector screening, clear Intervention Record Check.

This position may require the Employee to work evenings and weekends from time-to-time and/or additional hours over and above the normal work week at which all time will be compensated for on a Time in-lieu on an hour-for-hour basis. This position may require the employee to work additional hours.

Starting Rate of Pay \$24.00-\$26.00 per hour. We offer a comprehensive benefits package including pension, professional development opportunities and a supportive work environment.

Application Deadline: **Friday, July 21st, 2023, at 12:00pm (noon)**

Please forward cover letter and resume to:

Laura Schmidt
Manager of Family and Supports Services
P.O. Box 68
Gibbons, Alberta T0A1N0
lschmidt@gibbons.ca