

McMan Youth, Family and Community Services Association

Our Family Resource Network Office located in Drumheller is seeking a: Full Time Family Resource Network Coordinator

The **FRN (Family Resource Network)** is funded through the Family & Youth Supports Branch of Children Services and has been created to provide Alberta families, children and youth aged 0-18 with evidence based and informed services. The services offered by the FRN will include child development, well-being supports, caregiver capacity building supports, and social connections and supports. The FRN will recognize and respond to the unique and diverse experiences the users have. The FRN will provide a continuum of prevention and early intervention services including universal, targeted, and intensive programming dependent on the need of the users.

Responsibilities include but are not limited to:

- Answering day to day correspondence
- Directing clients to the appropriate services within McMan and the surrounding community
- Interacting with clients to build a positive rapport within the community.
- Working to build relationships with partners in the community.
- Establishing a joint vision and outcome with other partners
- Develop a streamlined process for referrals to access support and services.
- Develop tracking systems for completion of service, financial reporting, time sheets & HR tasks.
- Development and implementation of continuous quality improvement plans
- Measure and analyze the outcomes and performance of the program.
- Generate information and feedback to promote learning and removal of barriers. Share this information with partners and potential partners.
- Provide assessment, quality improvement and address any barriers that arise.
- Supervise Family Facilitators

Minimum Qualifications and Requirements:

- Diploma in the Human Services Field and minimum 2 years human services experience (consideration will be given to those with partially completed education)
- Proof of Membership in Professional Association (when applicable)
- Experience/training in Community Development would be an asset.
- Strong interpersonal skills, program planning and administrative abilities
- Ability to work as a member of a professional team.
- Good decision making and problem-solving skills.
- Be flexible and have strong interpersonal skills.
- Standard First Aid – Level C CPR, Suicide Intervention Training & De-Escalation Training
- Intervention Record & Criminal Record Checks with the vulnerable sector
- Class 5 Drivers License, Clean Drivers Abstract and reliable vehicle for occasional client transportation required.
- Knowledge and understanding of Indigenous Culture considered an asset.
- Knowledge of the Child, Youth, Family Enhancement Act
- Knowledge and experience within the Signs of Safety framework considered an asset.

Wage: \$27.00 per hour. Plus, travel reimbursement.

Benefits: McMan promotes the wellbeing of our employee's promoting flexibility, paid time off, health and wellness, pension plan and an excellent benefit's package.

Hours of work: 40 hours per week. Flexible schedule required with availability to work evenings and weekends.

If you are interested in this position, please forward your Resume to:

McMan Central Region **Email:** careers@mcmancentral.ca

Please Quote Competition No: DRUM-FRNC-02-27-23

Competition will remain open until a suitable candidate is chosen.

We thank all that apply. Only short-listed applicants will be contacted for an interview.



McMan is committed to providing and maintaining a work environment that is safe and healthy for our staff and clients, accordingly we require all new staff be fully vaccinated against COVID-19

McMan is Committed to the Principles of Employment Equity

EMPATHY

TRUST

GENUINENESS

RESPECT

COMMITMENT