

FINDING WORK



WAINWRIGHT & DISTRICT FAMILY & COMMUNITY SERVICES

The Organization

July 2008 marked the 35th anniversary for Wainwright and District Family and Community Services. The organization was conceived and officially began operating in July of 1973 and was initially named the Wainwright and Area Preventative Social Services. The current organization now includes the Town of Wainwright, the Municipal District of Wainwright and the Villages of Chauvin, Irma and Edgerton.

Our Board

The Board is appointed annually by the Councils of each participating municipality. It comprises of two Town Councillors, two M.D. Councillors and a Council representative from each of the Villages.

The Board acts as a policy-making and resource-allocating body and is governed by the Terms and Conditions of the F.C.S.S. Agreement, as approved by the participating municipalities. Administrative responsibilities are delegated to the Executive Director hired by and accountable to the Board.

Our Mission

Our mission is to increase the quality of life for our community through volunteerism, awareness, information and preventative programming.

From its inception in 1973 providing support to a single program, the Wainwright Children's Centre, FCS has grown into an organization that provides a range of preventative social programs from Early Childhood Services through the Parent Link program to seniors services including the Senior Needs and Living At Home programs.



Wainwright & District F.C.S. works closely with schools and parents to promote character building education. We were instrumental in introducing the Virtues Program™ to Wainwright. WDFCS employs a dedicated staff team to provide our services throughout the MD of Wainwright. For more information on our programming, please visit www.wdfcs.ca.

Programs include:

Seniors Services Program & Living At Home Program

FCS is specially geared to assist seniors and their families and provides assistance with a wide range of available programs offered by Municipal, Provincial and Federal governments. WDFCS mandated concerns include:

- Program Awareness
- Income Management
- Emergency Alert System



**Government
of Alberta** ■

The Living At Home Program provides some essential household services to support seniors to remain living independently in their homes as an alternative to institutional care.

Family Programs

Wainwright and District Family and Community Services offers a variety of programs specially geared to needs of area families, including:

- Parent Link Centre
- Early Childhood Development
- Character Education

Counselling Services

WDFCS offers short-term solution focused counselling services.

For further information on all the above mentioned programs, please telephone 780-842-5783 or visit our website at www.wdfcs.ca and follow the links.

Normal Operating Hours

Monday to Thursday
8:30 AM - 12:00 Noon
1:00 PM - 4:30 PM

Friday
8:30 AM - 3:30 PM

We are closed on Saturday, Sunday and all holidays.

The Work

WDFCS currently employs 16 full time staff in varied program staff positions (Parent Link, Living at Home and Administration). The positions include: Financial Manager, Program Coordinator, Program Assistant, Receptionist/Bookkeeper, and Director. In addition, there are housekeeping positions for persons interested in working with seniors.

The Ideal Candidate

The ideal candidate will meet the following prerequisites:

- Excellent communication and interpersonal skills
- Ability to manage time effectively
- Demonstrated ability to work collaboratively as a member of a dynamic team
- Related experience and a strong desire to be of service to others
- The capability to manage responsibilities with rectitude of conduct based on ethical principles
- A valid Driver's licence, reliable vehicle and ability to travel within the MD and Wainwright
- Current CPR and Standard First Aid
- Post-secondary education that is appropriate to the position requirements

Following are some position descriptions:

Living At Home, Program Coordinator

Reporting to the Director, the Living At Home Program Coordinator is responsible for the following:

- General administration of the program, including implementation of all program policies
- Program staffing (in conjunction with the WDFCS Director)
- Client assessment
- Maintaining up-to-date client lists
- Preparing annual program budget
- Financial oversight for the program budget and expenditures, including payroll

Qualifications

- Must have a degree or diploma in a relevant Human Services discipline
- Related experience and a strong desire to be of service to seniors
- Demonstrated ability to work collaboratively as a member of a dynamic team
- A valid Driver's license, reliable vehicle and ability to travel within the MD and Wainwright

Skills

- Ability to coach and mentor staff
- Ability to effectively manage a complex program
- Excellent interpersonal skills with the ability to effectively relate to and communicate with seniors.

Living At Home, Program Assistant

The primary responsibilities of the LAH Program

Assistant are:

- Providing in home service and assistance to seniors in the areas of housekeeping, grocery shopping, and meal preparation
- Keep accurate records of service including information about services performed, for whom and timesheets
- Performing light housekeeping duties, including:
 - Cleaning bathrooms, vacuuming, dusting, sweeping
 - Mop washing of floors
 - In home laundry
 - Washing outside of cupboards
 - Meal preparation
 - Grocery shopping and local transportation

Qualifications

- Related experience and a strong desire to be of service to seniors

Skills

- Ability to effectively relate to and communicate with seniors
- The strong desire to work as a member of a dynamic team
- Ability to manage time effectively
- Record keeping for timesheets and billing
- Ability to present an outgoing and confident attitude
- Ability to show perseverance in face of challenging situations

Parent Link Coordinator

The Parent Link Centre Coordinator is responsible for overall direction and outcomes and for the provision of services in the Wainwright and District Parent Link Centre. Reporting to the Executive Director, the PLC will be familiar with local, and regional and provincial programs and services available to families with young children.

Responsibilities of this position are to:

- Support and foster the mission, goals, and guiding principles of the Parent Link Program
- Model and teach excellent family support practices to staff and volunteers
- Involve staff, volunteers and participants in decision making, problem solving, dispute resolution and program enhancements

- Design and implement family/parenting support program within funding and budget guidelines and provincial Parent Link parameters
- Deliver programs to parents/caregivers and children aged 0-6
- Provision of professional family support services to participants, as needed
- Seeking out, developing and maintaining effective communication with other related agencies, funding bodies and government departments.

Qualifications

- Post-secondary certificate, diploma or degree in Human Services Field, or two (2) years of experience in program management
- Experience working with families, and community organizations and agencies

Skills

- The ability to think strategically and systematically and to transform vision into action
- The ability to multi-task and manage time effectively
- Ability to build collaborative and strategic partnerships
- Knowledge of how relevant local, regional and provincial programs and services work at the community level
- The courage to take a stand and defend a position or policy and the conviction and tact to speak out on sensitive issues in difficult times
- Show perseverance in face of challenging situations.

Parent Link Programmer

Parent Link Programmers are responsible for the overall implementation and success of the PLC vision.

Responsibilities of this position are as follows:

- Provide and promote formal and informal opportunities for parents to learn about parenting and early childhood development
- Provide information and referral for parents seeking other services
- Ensuring program intent, delivery and standards followed
- Delivery of a high quality play based program for young children
- Accurate record keeping for program attendance, administration of parent surveys, evaluations and comments
- Assist with the product of PLC Newsletter and PLC monthly Calendars

Qualifications

- Post-secondary certificate, diploma or degree in Human Services Field, or two (2) years of experience in program management
- Experience working with families, and community organizations and agencies
- RCMP Records Check, Children's Services Record Intervention Check

Skills

- Ability to work with families in a positive and effective manner
- Ability to work with volunteers
- Maintains a constant awareness of program participants, and exhibits recognition and appreciation of their needs, with the ability to be achieve results with positive outcomes
- Effective interpersonal skills under all types of conditions, exhibiting a consistently supportive and positive approach
- A high degree of personal initiative with good planning and organizational skills
- Effective communication skills

Receptionist/Bookkeeper

Duties and responsibilities of this position include:

- Provides reception for programs within the FCS Office by greeting citizens, answering phone calls, and directing citizens' inquiries
- Provides information on routine community service matters to citizens in person, or over the phone
- Books appointments for FCS staff and maintains accurate calendar of appointments
- Types correspondence for the Executive Director, and funded/managed programs
- Files documents, sorts incoming and outgoing mail
- Designs and produces posters, templates for programs
- Assists Executive Director with various administrative responsibilities
- Maintains WDFCS website
- Maintains and updates the Community Organizations database.

Qualifications

- A minimum of one year of related training and experience
- Proficiency in the use of Simply Accounting
- Proficiency in Accounts Payable and Receivable, billing, payroll, receipts and all other related duties

Skills

- Ability to effectively meet and communicate with the public
- Strong organizational ability and efficient, effective time management
- Proficiency with Microsoft Professional Office Suite and all office technology
- Ability to perform bookkeeping duties with proficiency and a commitment to accuracy

Hours of Work

Administrative staff work Monday to Friday from 8:30 a.m. to 4:30 p.m. Program Coordinators work variable part-time hours up to three days per week. Program staff work variable part-time hours up to 26 hours per week. Living At Home staff work flexible hours within business hours. Parent Link staff may be required to work evenings and weekends.

Training

WDFCS provides regular on-going professional development through self-directed individualized training for all program employees, including conferences, seminars, Regular First Aid and WHMIS courses.

Salary and Benefits

Salaries are paid commensurate with qualifications and experience. All personnel policies, including overtime, leaves, benefits, in-town travel, follow the WDFCS Human Resources Policies & Procedures.

Recruitment

Recruitment is through a variety of methods, including advertising in local newspapers, and on websites such as www.jobbank.gc.ca and www.wantjobgotjob.com. Jobs are also posted internally and on the WDFCS website www.wdfcs.ca.

How to Apply

Applications should be forwarded in person, by mail, fax or e-mail to:

Director
Wainwright and District Family and Community
Support Services
902 – 5th Avenue
Wainwright, AB T9W 1C7

Tel: 780-842-2555
Fax: 780-842-5783
Email: fcsdirector@silvercrest.ca

All applications should be accompanied by three professional references. References will be checked.

Please note that all applicants must successfully complete an RCMP Criminal Records Check and Children's Services Record Intervention Check prior to employment.

All positions require a reliable vehicle. All positions require some travel.