



FCSS Community Connections Advisor

Apply To:

4802B 40 Ave, Wetaskiwin | 780-312-7486 | emily.thompson@wetaskiwinfcss.com

<p>Full time position with regular hours of 8:15am-4:45pm, Monday-Friday with occasional requirement to work outside these hours.</p>		<p>FTE 1.0</p>
<p>Wage range: \$50,000-\$55,000</p>		<p>40 hours per week</p>
<p>Position Summary:</p> <p>As the Community Connections Advisor, you are an energetic and dynamic individual who is strongly devoted to public service. You are a key part of an innovative team that is committed to providing excellent prevention focused services, programs and events to the community members of Wetaskiwin.</p>		
<p>Directly reports to: Managing Director</p>		

Key Duties & Responsibilities

- Prioritize incoming requests from community members through walk-ins, phone calls, and online inquiries and provide immediate assistance and/or appropriate referrals to local service providers;
- Volunteer coordination and recognition; including consistent communication with individuals and groups involved in FCSS volunteer initiatives;
- Spearhead the planning and implementation of specific community events and initiatives;
- Cultivate partnerships with local organizations and businesses to deliver preventive social initiatives;
- Receive training where necessary to facilitate group sessions that supplement FCSS programming;
- Perform administrative duties as tasked by the Managing Director.



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Qualifications

Education and Experience

Prior experience in the social sector is required.
Relevant education will be considered as an asset.

- Minimum 2 years working in a related role
- Working with people of diverse economic, social, and ethnic backgrounds
- Understanding of person-centered and trauma informed care
- Working in a collaborative environment and ability to liaise with partnering service providers and community organizations
- Knowledge of local and regional community resources and service pathways

Competencies & Attributes

- Strong communications skills including listening, writing, and speaking skills;
- Excellent organizational skills and ability to multitask;
- Ability to remain calm and focused under pressure;
- Non-judgmental attitude, empathy, and personal boundary skills are required;
- Patience and flexibility in an ever-changing environment;
- Comfortable with interactions with individuals presenting personal crisis, mental health concerns, and complex social issues.

Additional Requirements

- Current Criminal Record Check
- Vulnerable Sector Check
- Child Intervention Record Check
- First Aid and CPR - C