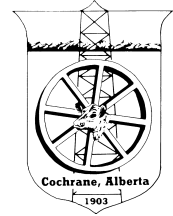




TOWN of COCHRANE Job Description



Job Title:	Manager of FCSS and Social Planning	Department:	Community & Protective Services
		Division:	FCSS
Reports To:	Director of Community & Protective Services	Subordinate Positions:	Direct: 4 full-time, 3 part-time, 2 seasonal Indirect: 6 full-time, 1 part-time
Hours per Week:	35 hours/week	Wage Grid / Level:	Full-Time Grid / Level 8
Approved by Director:	Ian Smith, Director of Community & Protective Services	Reviewed by Human Resources:	Nicole Chepil Human Resources Manager
Signature:	_____	Signature:	_____
Date Approved:	_____	Date Reviewed:	_____

Position Summary:

- Manage and supervise all FCSS programs, including Volunteer Development Activities, Family Life Enrichment Programs, the Western Rocky View Family & Community Resource Centre, the Parent Link Centre and External Funding to community groups.
- Work with FCSS Advisory Board to identify gaps in social needs.
- Work with community and Board to implement appropriate services.
- Manage other programs developed under the social planning umbrella.

Responsibilities:

- Provide supervision, coaching and leadership to FCSS staff and volunteers.
- Supervision of practicum students.
- Provide information and referral to clients of FCSS.
- Provide information, advice, and recommendations to FCSS Advisory Board members.
- Prepare and present budgets for FCSS, Resource Centre, Parent Link Centre and other related programs.
- Manage United Way Partnership funding and committee research, access and manage grant opportunities.
- Coordinate and chair interagency meetings.
- Coordinate and deliver public awareness of FCSS, Resource Centre, Parent Link Centre and social issues.
- Develop/strengthen partnership with other service providers.
- Assist community organizations and groups in providing activities and services within the mandate of FCSS.

- Coordinate volunteer development tasks such as recruitment, screening, training, supervision, evaluation and recognition.
- Assist in development of policies and procedures and the integration of standards.
- Define relationships with regional authorities.
- Assist in the development and training of all team members.
- Provide informal after hours service.
- Act as Reception Centre Coordinator representative on Disaster Services.
- Attend meetings, occasionally evenings and weekends.
- Act as relief for Director of Community and Protective Services when required.
- Maintain constructive relationships with internal and external customers and suppliers.
- Manage one's own professional development and growth within guidelines and resources available.
- The duties and responsibilities outlined above are representative, but not all-inclusive.

Qualifications:

- Post-secondary education, preferably in the field of Social Work.
- Experience in community development.
- Knowledge of trends and motivational theories regarding volunteer development.
- Knowledge of municipal and provincial government programs.
- Computer skills.
- Communication skills (oral and written). Ability to give presentations.
- Experience in budgeting and financial skills.
- Excellent public relations skills.

Employee Name
(Please print)

Employee Signature

Date

Supervisor Name
(Please print)

Supervisor Signature

Date

This personal information is being collected for the purpose of the Town of Cochrane salary administration and performance management programs. It will be treated in accordance with the privacy protection provisions of Part 2 of the Freedom of Information and Protection of Privacy Act. If you have any questions or concerns, please contact the Human Resources Department at (403) 851-2517.