

FCSS DIRECTOR

PURPOSE OF THE POSITION

To ensure that the overall direction from the Flagstaff Family and Community Services Board is carried out in a manner consistent with the Family and Community Support Services Act and Regulation and the Flagstaff Local Agreement with an ethical obligation to Flagstaff County and our citizens.

SALARY EXPECTATIONS

\$55,000 plus 10% of profits

MAJOR AREAS OF RESPONSIBILITY

The Director is responsible for:

1. Internal operations of the FCSS program including:
 - Staff Supervision
 - Office Administration
 - Program Administration
 - Financial Operations
 - Board Support

2. Liaison with the community, including:
 - Program Development
 - Community Development and Consultation
 - Regional and Provincial FCSS

3. Public Relations / Communications

4. Flagstaff KINship Program
 - Oversee the program contracts and supervise
 - Sign and follow all contract specifications
 - Financial Operations
 - Overview of clients and front line staff through leadership and guidance

5. Flagstaff's Initiative to Relationship and Spousal Trauma (F.I.R.S.T.)
 - Staff supervision and program development
 - Quarterly agenda and minutes for the partner's team for the Flagstaff Community Resource Officer Project
 - Co-sponsor with RCMP Killam/Forestburg Detachment Commander
 - Initiate and participate in domestic violence training
 - Local education by F.I.R.S.T. support and family violence education
 - Promotion of education for Flagstaff schools
 - Financial Operations

6. Flagstaff Community Foundation
 - Act as the landlord of the Flagstaff Community Foundation building
 - Ensure all codes and acts are up to required standards
 - Ensure that the Flagstaff Community Foundation acts within the Part 9 of the Company's Act and Regulation
 - Oversee general maintenance and the building and grounds

KEY RESPONSIBILITIES

- 1. Establish good working relationships between Board Members, as well as Board, Director and staff are promoted and effective when:**
 - a. Board members, Director and staff work together towards the common goals and objectives of Flagstaff Family and Community Services.
 - b. Board and Director are viewed by one another as resource persons, facilitators and work together with respect and cooperation for the good of Flagstaff Family and Community Services and its staff.
 - c. Board Members leave administration to the Director and do not become involved in the day to day operation of Flagstaff Family and Community Services, but rather develop reasonable goals, policies and plans for the operation and financial viability of Flagstaff Family and Community Services for the Director to carry out and periodically evaluate the effectiveness of same.

- 2. Ensure FCSS internal operation is smooth, efficient and supports FCSS to fulfill its mandate**
 - a. Set agenda, make financial and program reporting available and attend regular FCSS Board meetings and carry out duties resulting from board decisions.
 - b. Recruit, hire, supervise, discipline, dismiss, train and evaluate program staff with support as required.
 - c. See that the over-all administrative functions of the FCSS program are carried out.
 - d. Continuously assess, recommend and evaluate FCSS projects for the Board.
 - e. Prepare and implement the program budget in consultation with the Finance Committee and Board.
 - f. Ensure completion and submission of annual reports and audit as requested by Provincial authorities.
 - g. Flagstaff Initiative to Relationship and Spousal Trauma ("F.I.R.S.T.") has been established with the assistance of Flagstaff Family and Community Services ("FCS") to deal with domestic and other forms of violence; and FCS wishes to continue to assist F.I.R.S.T. in carrying out its programs and services in the community and FCS is prepared to authorize its Director to continue to provide assistance and direction to F.I.R.S.T. to enable F.I.R.S.T. to carry out its programs and to achieve its objectives in the community. The Director of Flagstaff Family and Community Services be authorized and directed to provide assistance and direction to Flagstaff Initiative to Relationship and Spousal Trauma to enable F.I.R.S.T. to carry out its programs and to achieve its objectives in the community.

- 3. Program Development**
 - a. Identify, recommend and facilitate the development of new programs and projects that meet local needs.
 - b. Receive, analyze, and complete new program and project applications from various groups and agencies for interpretation and recommendation to the FCSS Board.
 - c. Act as liaison between FCSS funded programs and the Board.
 - d. Be available for consultation for the above groups regarding program or project proposals.

- e. Coordinate various FCSS projects and programs with other community services.

4. Ensure FCSS is a resource to the communities it serves

- a. Be familiar with changing social situations in the community and assisting to increase public awareness of social concerns.
- b. Distribute and make available information about FCSS and other available community services/resources.
- c. Coordinate various FCSS projects and programs with other community services.
- d. Be aware of and utilize specialized persons or agencies from within and around the community who may be of help in selected areas of social concern.
- e. Assist community groups to act on their own needs by developing programs that respond to social concerns.
- f. Serve as a communication link between the FCSS Board and community service groups.
- g. Be available for consultation with project boards or committees as they or the FCSS Board may request.
- h. Maintain good communication with municipal administrators.
- i. Provide liaison and coordination between FCSS and allied agencies such as health, recreation, education, youth services, social development, probation, RCMP etc. to serve the community of Flagstaff.

5. Contribute to the strength of regional and provincial FCSS community.

- a. Assist, from time to time, FCSS programs in other regions, upon approval of the Board.
- b. Attend regional and provincial FCSS conferences in accordance with local budget allowances.
- c. Maintain contact with the staff and volunteers involved with FCSS programs in other communities and the FCSS Association.
- d. Contribute FIRST/family violence direction to other communities

COMMUNITY SERVICES INCLUDED IN THE DIRECTOR'S ROLE

- 1. Christmas sharing program
- 2. Food Bank
- 3. Hamper Delivery
- 4. Teaching Independent Parenting Skills
- 5. Family Day Home
- 6. Directors' Network
- 7. Roots of Empathy
- 8. Community Partnership Enhancement Fund
- 9. Interagency meetings
- 10. Skills Link program
- 11. Community Mobilization program

ACCOUNTABLE TO: The Flagstaff Family and Community Services Board

Date approved by the Board: _____

The Position description will be reviewed by the Board annually or whenever a new FCSS Director is recruited