



Family and Community Support Services (FCSS) Supervisor
Wildwood, AB & Edson, AB
COMPETITION NO. 25-028

Position Summary

Reporting to the General Manager of Community Services, the FCSS Supervisor is responsible for the leadership, planning, implementation, and evaluation of the Family and Community Support Services (FCSS) Program. The FCSS Supervisor will ensure that services align with provincial FCSS legislation and regulations, respond to local community needs, and support the County's goals for a strong, healthy, and connected population. This position also leads community development initiatives and builds partnerships with local and regional organizations to increase service effectiveness and community capacity.

Position Responsibilities

FCSS Program Development and Leadership

- Coordinate needs assessments, identify service gaps, and design responsive programs, under the direction of the FCSS Board to determine overall direction for the FCSS program;
- Ensure alignment of all programming with the FCSS Act, Regulation, and provincial outcomes framework;
- Manage the delivery of programs to children, youth, families, adults, and seniors in the County;
- Coordinate the delivery and promotion of social information and referral services to residents;
- Evaluate program effectiveness and services provided, and prepare outcome-based reports for provincial and municipal stakeholders;
- Promote public awareness of FCSS programs and services;
- Maintain awareness of current trends and emerging topics in FCSS to inform program priorities and service design;
- Develop, update, and implement supporting policies, procedures, and recommendations for CAO approval;
- Supervise and support FCSS program staff, providing direction, mentorship, and coaching;
- Coordinate the hiring, orientation, training, supervision, and evaluation of FCSS program staff,
- Participate in the management of disciplinary processes in accordance with County policies;



- Conduct regular staff meetings and performance evaluations, providing constructive feedback and coaching;
- Foster a culture of collaboration and respectful workplace values within the team;
- Other duties as assigned;

Community Development and Engagement

- Build partnerships with local, regional, and provincial agencies to meet the goals of the FCSS program;
- Collaborate with the Community Services Team to deliver non-profit board development and support to community groups in the service area;
- Represent Yellowhead County on regional committees, partnerships, and working groups which include but are not limited to FCSS, social services, and community well-being;
- Support and promote volunteerism and community leadership through engagement activities and recognition programs;
- Facilitate the FCSS grant program for non-profit groups that are providing preventive social services to the County, including the promotion, intake, evaluation, and monitoring of grant-funded services;
- Assist in the development of municipal cost-sharing agreements for FCSS services;

Financial and Administrative Management

- Keep informed on provincial, federal and corporate subsidies and grants available to residents and community groups;
- Ensure maintenance of current files on program activities and individual client support;
- Liaise with the Town of Edson and Hinton and facilitate their annual municipal cost-sharing funding;
- Develop and review policies, procedures, and best practices for FCSS programs as required;
- Ensure FCSS group maintains compliance with Yellowhead County procurement policies, financial procedures, and applicable legislation;
- Submit FCSS annual report to the provincial government as required for continued funding requirements, ensuring all necessary documentation and program outcomes are included and align with funding criteria and expectations;
- Provide input and recommendations to the General Manager on capital and operating budgets;
- Assist in the development of the FCSS annual budget, request adjustments, maintain expenditure control, and complete year-end reports for the FCSS program;



Collaboration with FCSS Advisory Board

- Work closely with the FCSS Advisory Board to ensure that FCSS programs are aligned with community needs and priorities;
- Coordinate recruitment and orientation of new FCSS Board members to the FCSS program and mandate;
- Coordinate the development of the FCSS Board agenda as well as prepare and present individual agenda items and board reports;
- Facilitate regular communication with the Board, ensuring they are informed about policy changes, funding opportunities, and program developments;
- Support the Board in its role of providing strategic guidance, ensuring that FCSS initiatives are aligned with both local and provincial goals;

Health, Safety and Emergency Management

- Promote and ensure a strong safety culture within the FCSS team, including adherence to all Occupational Health and Safety (OHS) regulations and Yellowhead County policies;
- Ensure all incidents, accidents, or safety concerns are properly documented, reported, and addressed;
- Support staff in understanding and applying OHS protocols in all aspects of their work, ensuring that safety is a priority in the delivery of services;
- Maintain confidentiality of client program information and ensure compliance privacy protection legislation and records management;
- Provide guidance and support to staff and community members during times of crisis, such as natural disasters, emergencies, or significant social issues;
- Actively participate in emergency planning and response efforts, ensuring that FCSS services and Emergency Social Services (ESS) support are available during critical situations, including emergency shelter, food, and other essential services; and
- Ensure ongoing professional development and adherence to OHS standards of staff.

Qualification, Knowledge, Skill & Ability Requirements

Education/Experience

- Post-secondary degree in Human Services, Social Services, Community Development, or in a related field is required;
- Five (5) years working in FCSS, preventive social services and/or community development field is required;



- Minimum of three (3) years in a leadership or supervisory role, preferably with a municipal or non-profit environment is required;
- Additional training in program evaluation, supervision, community engagement, or emergency social services is considered an asset and preferred;
- Training in Mental Health First Aid, ASIST, Basic Emergency Management, or ICS 100 is considered an asset;
- Valid First Aid and CPR Certification required;
- The incumbent must provide a Police Reference Check with Vulnerable Sector and Child Welfare Check;
- The incumbent must hold a valid Driver's License, and provide a clean Driver's Abstract;
- The incumbent must hold a Defensive Driving certificate completed within the last five (5) years.

Knowledge, Skills, and Abilities

- Strong presentation and workshop facilitation skills;
- Strong organizational and time management skills;
- Excellent interpersonal skills;
- Excellent verbal and written communication skills;
- Must have a significant understanding of operating and capital budgets, finance and grant management;
- Strong conflict resolution and problem solving skills;
- Abreast and sensitive to diversity, equity and inclusion;
- Ability to present complex information in an easily understood manner;
- Ability to work independently under potential tight timelines while making informed decisions with minimal supervision;
- Possess a positive attitude and an openness to take on new projects and responsibilities as required;
- Strong strategic thinking and program planning abilities; and
- Strong relationship building, networking and collaboration skills.

Working Environment

- Work is primarily conducted in an office environment, in private homes, and in public buildings throughout Yellowhead County;
- Regular travel within the County is required;
- Manual dexterity required to use desktop computer and peripherals;
- Attendance at evening and weekend meetings, training sessions and community events may be required from time-to-time;



- Working alone in the community is required;
- Knowledge of various community services and agencies and their service mandates is required for completion of appropriate referrals;
- This position is primarily located in Wildwood, AB, with the ability to work 1-2 days/week out of Edson, AB.

The salary range is \$98,858-\$122,584 per year. Yellowhead County offers a competitive benefits package.

This competition closes July 11, 2025 at 4:30 PM.

Only those candidates being considered will be contacted.

Please apply online at www.yhcounty.ca/jobs