

Family Support Program Coordinator

Norwood Child & Family Resource Centre (Norwood) is a dynamic organization that continually reviews and updates services based on the strengths and needs of children and families in order to provide programs and services that strengthen and enrich their lives. Reporting to the Family Services Manager, the Family Support Program Coordinator provides supervision and coaching to members of the team responsible for the development, implementation and delivery of family support programming, which includes home visitation, supportive counseling, family advocacy and some group facilitation.

This position requires a flexible work schedule that includes evening and Saturday shifts.

The successful candidate will:

- Provide reflective supervision, support, and coaching to Family Support Workers
- Identify and support professional training and development opportunities for individual staff
- Coordinate staff schedules and attendance and review leave requests
- Participate in the recruitment process and provide orientation to new team members
- Support team debriefing and case consultation processes
- Link program plans and individual staff performance plans to agency strategic goals
- Conduct evaluation activities and review data to monitor and ensure program effectiveness and adherence to agency standards
- Ensure best practices are implemented and integrated with Norwood's policies and practices, funder requirements and program outcomes
- Collaborate with internal and external team members, partners and service providers to offer more seamless service delivery and support the voice and choice of families.

The successful candidate must possess:

- A degree/diploma in Social Work or a related Human Services field, (Candidates with a Social Work diploma/degree must currently be registered with the Alberta College of Social Workers)
- A minimum of three years supervisory experience within a family support program/service
- Effective leadership skills including experience with performance management processes
- Strong interpersonal skills and demonstrated ability to excel in a team environment
- Strong organizational skills and ability to prioritize
- Adaptability to changing work environments; work priorities and organizational needs
- Strong verbal and written communication skills
- A current First Aid Certificate, Criminal Record Check and Child Welfare Intervention Record Check
- A valid driver's license and access to a reliable vehicle

Norwood Child & Family Resource Centre offers a compassionate team environment with a competitive compensation plan, full benefits, paid time off at Christmas and Spring Break (in addition to regular vacation), a commitment to staff celebration and recognition, a strong focus on employee wellness, team building activities, and ongoing professional development. The starting salary range for this role is \$27.06 – \$30.45 (commensurate with education and experience) per hour based on a 35-hour week.

To apply for this opportunity, please submit your résumé and cover letter to: hr@careersforcommunity.ca.

Please include Family Support Program Coordinator in the Subject Line of the email.

Closing Deadline: August 30, 2017

**Norwood Child & Family Resource Centre
9516 - 114 Avenue NW, Edmonton, Alberta T5G 0K7**

Norwood Child and Family Resource Centre, values diversity and welcomes applications from First Nation, Inuit, Métis, New Canadian, racialized, differently abled and LGBTTTQIA+ communities.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.