



### **Director of Community Services**

The Town of Fox Creek has an exciting opportunity available in their Community Services Department. Reporting to the Chief Administrative Officer and Town Council, the Director of Community Services is responsible for the development and coordination of programs designed to meet the social and cultural needs of the community as well as responsibility for daily operations of the Community Resource Centre.

### **Duties and Responsibilities:**

- Plan, coordinate, implement and evaluate community programming
- Provide leadership development opportunities to promote community self-reliance
- Develop and maintain positive relationships with other community groups, regular attendance at meetings and participation in events is required
- Coordination of Community Services Probationary Services under Alberta Justice
- Maintain budget through responsible expenditure and program planning
- Maintain filing system and client files in accordance with FOIP standards & Town policies
- Intake and assessment of Family Support Program, Community Housing, Provincial Income Programs, Home Support Program and all other support programs available to clients

Complete Job Description available on our website: [foxcreek.ca](http://foxcreek.ca)

### **Knowledge, Abilities and Skills Required:**

- Post-secondary education in Social Services Field
- Minimum three years of experience at a comparable level of responsibility
- Ability to work independently and within a team setting
- Ability to build collaborative partnerships with stakeholders
- Ability to deal with internal and external customers with tact and diplomacy
- Valid Alberta Drivers Licence – No Restrictions
- Will be required to obtain RCMP vulnerable sector check
- Incumbent is required to work outside of normal working hours to fulfil position requirements
- Educational or experience equivalencies may be considered

Apply in Confidence to:

Mail: Town of Fox Creek  
PO Box 149 T0H 1P0

Email: [alicia@foxcreek.ca](mailto:alicia@foxcreek.ca) – please note **HR – Community Services** in subject line

All applications received by November 22<sup>nd</sup> will be given consideration, but the competition will remain open until a suitable candidate is found