

POLICY MANUAL



TITLE: Personnel Policy-Schedule C
DATE: December 29, 2014
AUTHORITY: Chief Administrative Officer
DEPARTMENT: Community Services

SCOPE OF WORK:

Reporting to the Chief Administrative Officer and Town Council, the Director of Community Services is responsible for the daily operations of the Community Resource Centre. The Director will also be responsible for development and coordination of programs to meet the social needs of the community as determined by Town Council, under the guidelines of the Family and Community Support Services Act. Also responsible for the administration of Cultural Community needs in collaboration with the Culture Board.

TYPICAL Director of Community Services:

The Director of Community Services shall be responsible for the following duties:

Administration Duties:

- Maintain and update budget for F.C.S.S. and Culture projects.
- Code all expenditures and pass along to the Accounts Payable Clerk.
- Maintain 35 hours per week and hand in timesheets to Accounts Payable Clerk.
- Provide a personal Criminal Record Check and a Child Welfare Check and keep on file, and keep all similar staff reports updated as well.
- Maintain filing system and client files in accordance with FOIP Standards, the Town of Fox Creek Policies, and the Children Services Policies.
- Adhere to strict code of confidentiality at all times.
- Write project proposals and apply for grants when deemed applicable to program.
- Document statistics and provide reports required for Town Council, Family and Community Support Services Branch and Children's Services when required.
- Responsible for in-take and assessment for Family Support Program and Non-Status Contracts through Children's Services. (Case Manager).
- Responsible for in-take for Community Housing.
- Responsible for in-take and assessment for Home Support Program.
- Complete Assured Income Support Forms for designated clients.
- Responsible for In-take forms for Social Assistance clients when required.
- Work as an advisor and a resource to the Culture Board.
- Available as back up for other staff when they are absent, unavailable, or in need of assistance.
- Perform other duties as assigned by Town Manager as deemed necessary.

Community Programming:

- Plan /coordinate/direct and monitor the implementation and the effectiveness of programs developed for the social and cultural needs of the community in collaboration with the Culture Board and Town Council.
- Recognize local volunteers.
- Assist local community groups in coordinating Cultural events that are of benefit to the community as a whole.
- Assist new local community groups in the 'start-up' process.
- Provide leadership development opportunities through workshops and seminars for volunteers to promote the concept of community self-reliance.
- Plan and implement advertising and marketing strategies.
- Maintain working relationship with the Early Intervention Coordinator and when deemed necessary, to combine resources to assist clients.
- Responsible for Breakfast Program.
- Responsible for collection of names and contacts for Santa Anonymous.
- Responsible for Local Community Housing Project.

Community Relations:

- Establish and maintain an effective working relationship with local groups, organizations and the community at large.
- Attend and facilitate Interagency Meetings and other network-focused meetings to facilitate information sharing and good public relations.
- Attend Community Health Committee as FCSS Director.
- Attend Crisis Debriefing Executive Committee as community contact for Grande Prairie Debriefing Team.
- Work in close contact with the Special Needs Teacher at the local school, RCMP, Hospital Site Manager, Mental Health Worker, Public Health, Medical Clinic and any other health or soft services providers to better coordinate services for local community clients.
- Work in conjunction with PACE through Grande Prairie Region 13 for non-status and Early Childhood Development (ECD) contracts (Case Worker).
- Provide leadership for the coordination and development of the Youth Justice Committee under Alberta Justice.
- Responsible for the coordination of Community Services Probationary Services under Alberta Justice

Freedom of Information & Protection of Privacy (FOIP) Representation:

(Note: Additional responsibilities have been accepted by the current incumbent, beyond what is normally expected in the FCSS field, to act as FOIP Coordinator for the Town of Fox Creek.)

- Act as FOIP Coordinator for the Town of Fox Creek.
- Receive training from the Provincial Government and maintain current on Provincial Legislation and recent interpretations by the Office of the Commissioner.
- Provide training sessions to staff as required.
- Provide advice and counsel to all municipal departments for issues relating to FOIP.

Staff & Building Supervision:

(Note: Additional responsibilities have been accepted by the current incumbent, beyond what is normally expected in the FCSS field, to act as contact for all issues related to the building.)

- Responsible for overall operation of the Community Resource Centre.
- Maintain updated reports on the Community Resource Centre and projects within to Town Council on a regular schedule.
- Responsible for evaluations and training of new staff.
- Act as Supervisor of staff at the CRC, coordinating appropriate coverage for days off, holidays, etc.
- Within established personnel policies and budget guidelines, participate in the appointment, promotion, demotion, transfer and dismissal of staff.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Child and Youth Diploma, Social Services Diploma, or other related education.
- Excellent organizational abilities and a good knowledge of computer applications.
- Excellent written and verbal skills
- Knowledge of grant application process and grant accounting.
- Ability to be self- motivated.
- Ability to interact with general public in a friendly, helpful and respectful manner.
- High School diploma or equivalent.
- A Current and valid driver's license.

This Job Description was reviewed and accepted by the Council of the Town of Fox Creek this _____ day of January, 2015 by Resolution# _____

Jim Ahn
Mayor

Roy F.W.Dell
Acting Chief Administrative Officer

I have read and understand the contents of this Job Description:

Director of Community Services

Date