



**EMPLOYMENT OPPORTUNITY
Family/Parent Link Programmer
Term (2 Months) Part Time Position**

Applications are being accepted for a two month part time position of Family/Parent Link Programmer for the Community Services Department. Working approximately six hours per day and reporting to the FCSS Coordinator you will act as a community resource person. You will be required to skilfully build and facilitate programs and services that support families with young children. This will include building relationships with families and community members to promote and provide opportunities for strengthening families and enhance parent-child relationships.

If you are interested in joining the Town of Edson team, applications are being accepted for this opportunity.

Position Requirements:

- Diploma/Degree in the Human Services field, Child Development or a related area. Equivalencies in job experience will be taken into consideration.
- Demonstrate a knowledge of and sensitivity to parenting and child development issues.
- Demonstrate a friendly, non-judgmental and supportive manner in dealing with parents and children and the public in general.
- Take pride in providing a neat, creative and supportive environment for families.
- Hold or be willing to obtain a current Children's First Aid Certificate and CPR Level C, and Safe Food Handling certificate.
- Clear Criminal Record and Vulnerable Sector Check and Child Intervention Check.
- Demonstrate competent computer skills with the following programs: Outlook, Excel, Word and Publisher. Must be familiar with social media platforms and have the ability to use them.
- Be available to facilitate some evenings and weekends programs, as required.
- Strong time management skills and excellent written and verbal communication skills.

The complete job description, position requirements, and wage grid for this position is listed below.

Please forward your resume prior to Friday, June 2, 2017:

Human Resources
Town of Edson
PO Box 6300
Edson, AB T7E 1T7
Email: brigittel@edson.ca
Fax: 780-723-8617

We thank all applicants for their interest and advise that only those selected for interviews will be contacted.

Position: Family/Parent Link Programmer

Department Head: Director of Community Services

Immediate Supervisor: FCSS Coordinator

Position Duties:

- Responsible for the day to day operation of the Family/Parent Link Centre with little or no direction from the Coordinator.
- Plan, develop, implement, facilitate and evaluate programs and services that meet the FCSS and Parent Link mandate to support families with young children both within the Family Centre as well as the community and surrounding region.
- Responsible for maintaining the Centre in a clean, attractive and fresh manner, ensuring that health and safety procedures are adhered to.
- Be comfortable and knowledgeable in providing developmental programming for young children and to support parents to enhance their personal and parenting confidence and competence.
- Provide administrative supports such as booking space for community use, organizing workshops, gathering statistics, updating information and resources and other tasks as assigned.
- Having timely communication with parents about upcoming events both at the Centre and within the community and surrounding region.
- Promote Family/Parent Link Centre programs and events through media forums such as newspaper, social media and community event participation.
- Collaborate with the Community Services Recreation and Culture team on community events.
- Actively participate in Formal Workplace Inspections in area of responsibility.
- Review pertinent Hazard Identification, Assessment and Control worksheets on an annual basis as required by the Municipal Health and Safety Program.
- Follow all Safe Work Practices and Procedures.
- Immediately report any unsafe conditions, potential work hazards or incidents to Supervisor.
- Perform other duties as directed by supervisor.

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		Prob	Level I	Level II	Level III
Family/Parent Link Programmer	2017	\$ 25.75	\$ 26.35	\$ 27.69	\$ 29.09