



Position Title

Supervisor – Program Development
0.75 FTE (28.125 hours per week)
Temporary Contract (14 months)

Reporting To

Executive Director

Position Summary

The Program Development Supervisor will develop positive relationships with the Family Resource Network team members and support them to integrate their knowledge and training into their daily practice (with a specific focus on Home Visitation). One to one and group supervision will be required as well as building the capacity of team members to create an effective peer supervision system. The Program Development Supervisor will also work alongside the Program Manager to integrate effective and sustainable evaluation processes. Developing a user-friendly procedural manual will be a key responsibility. The Supervisor may also be asked to take on a small Home Visitation caseload should there be a need. The Program Development Supervisor role falls within the Family Resource Network and is guided by Alberta’s Well-Being and Resiliency Framework:

<https://open.alberta.ca/dataset/520981c4-c499-4794-af55-bc932811cb1e/resource/7fda0ae8-8d97-49e7-b94b-7f0088cd767d/download/well-being-resiliency-framework-march2019.pdf>

Duties and Responsibilities

- Build healthy and supportive relationships with team members
- Develop effective processes and procedural manuals
- Build sustainable evaluation processes in collaboration with Program Manager
- Work effectively both within a team and independently
- Support families and children in their homes and community
- Engage team members, partners, and families in capacity building
- Support team members to navigate and advocate within complicated systems
- Report trends and gaps in services to Families First team
- Advocate for families to access the supports they require
- Build knowledge and awareness of the Fort Saskatchewan and Sturgeon Region communities
- Build collaborative partnerships

Qualifications

- Diploma or degree in human services field; or significant work-related experience
- Registration with your regulatory body if applicable
- Excellent organizational and written skills
- Innovative systems thinker
- At least 2 years of experience supporting children and families
- Program supervision and/or development considered an asset
- Solid knowledge of brain science, attachment theory, child development, trauma, and resiliency
- Commitment to Truth and Reconciliation



Families First Society

FORT SASKATCHEWAN

Safe, strong, healthy future generations

- Access to a reliable vehicle
- Ability to provide criminal record check and intervention record check
- Willingness to embrace the culture and values of Families First Society
- Ability to adhere to Families First Vaccination Policy

Please submit your cover letter and resume to jdagneau@familiesfirstsociety.ca

Closing date: December 6, 2021