



Position Title

Family Resource Network (FRN) Program Supervisor
0.8 FTE (30 hours per week)
Temporary Contract (until March 2024)

Reporting To

Program Manager

Position Summary

The FRN Program Supervisor works in collaboration with the FRN team to ensure effective delivery and coordination of Families First Hub information and referrals and Spoke support services throughout Fort Saskatchewan and Sturgeon Region as part of the FRN. Healthy communication with Families First and Family Resource Network teams, and the community partners throughout the region served is a must. The mandate of this program 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 relationships with community partners, Families First, and Family Resource Network teams
- Provide reflective supervision, training, consultation, and support to FRN team members
- Contribute to the development of the programs and the creation of procedural manuals
- Contribute to the creations of efficient systems for data collection
- Create a program calendar throughout the year based on available resources and community need.
- Support the team to create posters for programming and ensure they are widely distributed to ensure maximum attendance
- Establish partnerships that facilitate accessible locations for program delivery (including booking space and negotiating rates according to the parameters of the FRN budget)
- Build knowledge and awareness of the Fort Saskatchewan and Sturgeon Region communities
- Build hope and resilience in families and our team
- Work effectively both within a team and independently
- Report trends and gaps in services to Families First team
- Advocate for families to access the supports they require
- Provide coverage for team members during absences

Qualifications

- Minimum of 3-year experience working with young children and their families
- A degree in a human services field of study; equivalencies will be considered
- Experience in leadership considered an asset
- Skills and experience utilizing Microsoft Office 360 and its various applications
- Knowledge and experience in the areas of early child development, attachment theory, trauma, and resiliency



Families First Society
FORT SASKATCHEWAN

Safe, strong, healthy future generations

- Commitment to Truth and Reconciliation
- Access to a reliable vehicle
- Ability to provide criminal record check and child intervention record check
- An eagerness to embrace the culture and values of Families First Society

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

Closing date: January 13, 2022

Salary: \$25-\$27/hour