



EMPLOYMENT OPPORTUNITY **LAC LA BICHE COUNTY**

Community Outreach Worker **Full Time Permanent Position**

Work with the FCSS Program Coordinator in community outreach and development, special events, programs, identifying community development projects and potential partners or volunteers for new initiatives. Identifying opportunities for cultural development and cultivating working relationships within the County.

The Outreach Worker will also assist Lac La Biche County seniors in accessing community and government programs, assist them with gathering information as per the Vital Documents Act and provide general information about County community services.

Responsibilities:

Working with seniors in the community:

- Assisting seniors with government pension forms, identifying government programs available to them, and other resources that may be useful;
- Assisting low-income seniors through the volunteer income tax program;
- Informing and referring seniors to local resources available to them;
- Working with local seniors' societies to support engaging seniors and potential projects;
- Identifying opportunities to mitigate harm for community seniors (i.e. through public awareness such as Elder Abuse Awareness);
- Educating both the senior population and the public at large on issues relating to their health and well-being;
- Developing and implementing the annual Golden Day Tours program through warm weather months.

Community Development:

- Working with the FCSS Program to build and maintain strong partnerships and working relationships with all human service agencies and establishments in Lac La Biche County;
- Networking within the community to keep abreast of new and emerging social issues, and sharing insights with the rest of the department;
- Identifying opportunities to support and partner in new initiatives that are supportive of people in the community, and help in developing resiliency;
- Provide liaison support for groups and societies in the development of projects;
- Develop appropriate problem solving processes that result in realistic and functional plans of action, and provide assistance to community organizations in the implementation of these plans of action;
- Assist with community consultation processes for community development purposes;
- Working with the FCSS Program to support / assist groups who have identified a need and taken a lead role in ways to address the need.

Special Events:

- Play a key role in planning and executing special events that fulfill a role within the FCSS mandate, such as the Family Day Festival, Community Awareness and Registration Event, community potluck, volunteer appreciation activities and other projects that may present themselves;
- Writing planning documents to ensure sound execution of events and a process that allows for quality improvement;
- Planning and executing developmental workshops as identified by the department, or the general public.

General Duties:

- Maintaining documents outlining project timelines/schedules, end of program or event reporting including participant and outcomes information;
- May be required to assist with front counter duties, including reception, telephone cover and general customer service care;
- Participate in budget development as directed by the FCSS Program Coordinator;
- Participate in the development and execution of a messaging program to inform the public of FCSS mandate and services;
- Adhere to the County Health and Safety policies and procedures;
- Other duties as may be required by the FCSS Program Coordinator.

Qualifications:

- Degree or diploma in Social Work or Human Services
- Equivalencies may be considered including some university or college education with extensive experience.
- Valid Class 5 driver's license.
- Working knowledge about networking and building sound working relationships in community.
- Strong sense of how to work as a team member, but also can work independently.
- Understand how to represent the organization well in a public setting.
- Ability to write Program Logic Models, complete surveys, Outcome Measures and grant requirements.
- Multi-tasking in a very fast paced environment.
- Ability to motivate and inspire individuals towards change.
- Highly developed telephone, computer and communication skills.
- Superior analytical and organizational skills and negotiation skills.
- Project management/events planning.
- Excellent conflict resolution skills, sound judgement and problem solving skills in response to sensitive issues.
- High level of professionalism in public relations, including group facilitation and presentation skills.
- Strong organizational and project management skills.
- Must submit a Driver's Abstract, Criminal Record Check, and Child Welfare Check that meets the satisfaction of the County.

Salary: \$65,046.80 to \$84,156.80 Annually

- Lac La Biche County offers a comprehensive and competitive benefits package, including:
 - 100% Employer paid Health and Dental Benefits
 - Employee and Family Assistance Plan
 - Local Authorities Pension Plan
- Competition Number: 09-CO-19
- Closing Date: This competition will remain open until a suitable candidate is found.

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679 Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533

Email: hr@laclabichedcounty.com

We thank all interested applicants; however, only applicants selected for an interview will be contacted.