

JOB OPPORTUNITY – VILLAGE OF RYLEY DIRECTOR OF PROGRAMS (FCSS)

The Ryley Family and Community Social Services (FCSS) requires a new municipal position that has been created at the Village of Ryley. The position of Director of Programs (D Prog) will be the Ryley FCSS Director, managing the Ryley FCSS Program. The D Prog will also be positioned to manage future Programs when they develop. This employment opportunity is now open, and the Village of Ryley is accepting applications. Please send resume, covering letter and three letters of reference (a recent supervisor, a recent peer, and a recent subordinate) via mail to: CAO for D Prog, P.O. Box 230, Ryley, Alberta, T0B 4A0.

Applications will be accepted until Friday, March 19, 2021 with interviews held during the week of 22 and 26 March. The successful candidate can expect to start between March 29 and April 9, 2021.

ABOUT PROGRAM MANAGEMENT

The delivery of services such as social and recreational throughout the community of Ryley are managed through Programs. Managing programs requires a broad set of skills that include Human Resource Management, Budget & Financial Management, Planning, Coordination, Supervision and Operational Execution. These attributes are important in a candidate.

ABOUT THE RYLEY FCSS PROGRAM

The Ryley FCSS Program is a partnership between the Province, and the Village that develops locally driven preventive social initiatives to enhance the well-being of individuals, families, and communities. Services must do one or more of the following: help people to develop independence, strengthen coping skills and become more resistant to crisis; help people to develop an awareness of social needs; help people to develop interpersonal and group skills which enhance constructive relationships among people; help people and communities to assume responsibility for decisions and actions which affect them; or provide supports that help sustain people as active participants in the community. FCSS is the primary and sole initial Program to be managed by this new Ryley Director.

ABOUT THE POSITION

Under the direction of the Chief Administrative Officer (CAO), adhering to Village Bylaws and Policies, and Alberta Acts and Regulations, the Director of Programs (D Prog) shall manage all Village Programs delegated by the CAO. To manage is defined as to plan, direct, organize and operate overall Program Development and Program Administration. It also includes leading any subordinate staff provided for the execution of program management.

This position is envisioned to allow for potential growth in opportunity through additional Village Programs in the future. Such growth will be established by agreement and understanding between the CAO and the D Prog, pursuant to Ryley Council approval of budget consideration.

Specifically, the Ryley Family and Community Support Services (FCSS) Program is the primary Program and presently comprises the only Program that the Village of Ryley has undertaken to date. The D Prog will manage FCSS and act as the Ryley FCSS Director. As such, this opportunity is for a salaried, permanent, part-time position up to 624 hours per year, based on an average minimum of twelve (12) hours per week.

A reasonable and competitive remuneration (compensation/salary) will be negotiated. Program organization, depths and scopes will be responsive to the community needs of the Village of

Ryley. As such, these needs will dictate any future consideration for position growth with commensurate compensation.

DUTIES & RESPONSIBILITIES OF THE DIRECTOR

General:

- prepare and manage an annual budget of all delegated Programs.
- manage all Programs as delegated by the CAO (initially, only FCSS).
- prepare a monthly activity report for Council and/or Board of Directors.
- lead by example.
- ensure all employees maintain a safe and healthy work environment.
- supervise all Program staff.
- evaluate the performance of all subordinate staff (in writing).

FCSS Program Management:

- work within the policies and procedures established by the Village of Ryley, provide recommendations to CAO and Ryley FCSS Board on program development.
- ensure all programs meet the criteria established by the FCSS Regulations and Act.
- coordinate all services and programs within the Service Area (Village of Ryley).
- develop preventive social programs to meet the needs within the Service Area.
- liaise with the Family and Community Services Branch of the Community and Social Services Ministry of Alberta, FCSS Alberta Association and Regional FCSS Programs.
- accept and validate all program requests for presentation to the CAO and Council
- develop program proposals and seek external funding for preventive social programs.

QUALIFICATIONS

- A minimum of high school education is required (equivalency may be considered).
- Post secondary education in related fields will be considered as key criteria.
- Recent experience in related positions will be considered as key criteria.
- Related courses and certifications will be considered.

ATTRIBUTES

- Preference will be given to local candidates.
- Leadership and Interpersonal Relationships are key attributes.
- Honesty, Integrity and Reliability are important attributes for this position.
- Communication and Personal Presentation will be considered.
- Cooperation and Collaboration Skills will be considered.
- Proficiency with the Office Suite of Microsoft Software (Microsoft 365) will be considered.
- Flexibility and proficiency with technology and social media will be considered.
- Attributes relating to any of the above sections herein are important and will be considered.
- Attributes relating to the above Duties and Responsibilities will be considered.
- Ryley is an equal opportunity employer. Pursuant to the Canadian Employment Equity Act, the designated four groups are women, people with disabilities, indigenous people, and visible minorities shall be given additional considered with reasonable accommodation.

CONTACT

Select candidate will be contacted to arrange initial interviews. Upon completion of initial interviews, references for the two most promising candidates will be contacted. Questions may be directed to the Village of Ryley CAO, Glen Hamilton-Brown: CAO@Ryley.ca