

FCSS Coordinator – Part Time Position

Union Position: No

Wage: 26.69-29.81

Work hours in this hybrid position of remote and on-site: 2 days per week

Competition Closes: January 30, 2025

Reply to Chief Administrative Officer Donna Tona: dtona@thorsby.ca

Function: Working in conjunction and reporting to the Chief Administrative Manager, this position offers support, information and referral to clients requiring those services and organizes 3 main events per year.

Duties will include, but not limited to:

ADMINISTRATION:

1. Document control and filing of all meetings and interactions
2. Statistical keeping of client category interactions (clients not identified)
3. Community engagement and scheduling small coffee meetings to determine the need within the Town of Thorsby
4. Liaising with the County of Leduc FCSS Team for referrals and other supports as required.

SPECIAL EVENT ORGANIZATION

1. Organizing the annual Volunteer Appreciation Evening
2. Organizing the annual Senior Appreciation luncheon in June
3. Organizing the annual Christmas Elves Hamper event

COMMUNITY ENGAGEMENT AND SERVICES:

1. **Offering Support., Information and Referral to client calls and requests for service:**
 - A. **Support** – filling out forms for clients, photocopying documents if required, and a listening ear to make sure the right services are offered to meet the client needs.
 - B. **Information** – information on various programs that the client may be eligible for, books to look at or order from the library to assist, and programming in the community to name a few.
 - C. **Referral**- referral to County programs and services, referral to Government programs, other municipal services, and community programming.

