



TOWN OF BONNYVILLE - FCSS Employment Opportunity FCSS Programmer – Full Time

The Town of Bonnyville FCSS is seeking an individual to work within a team-oriented organization to undertake the role of FCSS Programmer. This position reports to the Director of Community Services or their designate. The successful applicant will manage the delivery of a wide range and variety of FCSS programs. The successful candidate will possess good communication and organizational skills with a strong background in social services. Knowledge of Volunteer Coordination would be an asset.

Position Duties:

- Assists in the delivery of FCSS and other grant programs.
- Assist in advocacy.
- Facilitate groups.
- Assist in community development initiatives.
- Co-ordinate Volunteer programming.
- Cross-trains to assist in daily and holiday operational needs.
- Maintains working relationships with allied professionals in the community.
- Ensures safety practices are maintained.
- Performs other duties as required.

Requirements:

- Possess a Community Social Services Diploma or equivalent.
- Basic computer skills including email, word, spreadsheets (excel). Must be willing to learn the Town of Bonnyville's Document Management System.
- Ability to understand municipal policies and applications.
- A good understanding of the FCSS Act and Regulation (considered an asset).
- Ensures courtesy, tact and diplomacy, and a high level of customer service.
- Must be a good team player.
- Well organized, self-motivated, work with minimal supervision and a willingness to learn and adjust to change.
- Criminal Record Check and Welfare Clearance must be obtained.
- Must pass a pre-employment alcohol and drug screening.
- Ability to lift weights up to an approximate maximum of 20 lbs.

This position is part of the AUPE Collective Agreement Local 118/ 002:

Starting wage is \$30.53 per hour

Benefits are offered upon successful completion of probationary period.

Closing Date: When suitable candidate is found.

Submit Resumes to:

**Human Resources
Town of Bonnyville
Bag 1006
Bonnyville AB
T9N 2J7
Fax: 780-826-4806 or email: hr@town.bonnyville.ab.ca**

"We thank all applicants for their interest, however only those selected for an interview will be contacted"