



*Town of Bonnyville
"It's Multi-Natural!"*

Town of Bonnyville Employment Opportunity Lakeland Family Resource Network Hub Coordinator

The Town of Bonnyville Community Services requires a Hub Coordinator for the Lakeland Family Resource Network. The Town of Bonnyville Community Services (FCSS) Department is seeking an FRN Hub coordinator to fulfill the role. The Lakeland Family Resource Network has four qualified service agencies who deliver prevention and early intervention services, programs, and supports for children and youth aged 0-18. The goal is to strengthen parenting and caregiving knowledge, social supports, coping and problem-solving skills, access to community supports and resources, improving child and youth development, building resiliency, and fostering well-being.

The role of the FRN Hub is to organize, coordinate, and develop collaborative practices for these four agencies within the Lakeland geographical region called the Lakeland Family Resource Network. The communities within this region are St. Paul, Bonnyville, Cold Lake.

Duties and Responsibilities:

- Provide a safe and trusted FRN Hub facility.
- Establish and maintain meaningful relationships with FRN Partners, community agencies, and organizations.
- Lead the collaborative development and usage of a streamlined referral process with the Lakeland Spoke Partners and Community agencies.
- Highlight the Lakeland FRN and the services provided within the communities for the people being served.
- Monitor activities of the Lakeland FRN and submit Hub service data and outcome reports.
- Organize local staff training opportunities to ensure a well-educated and informed workforce.
- Ensure financial resource management by monitoring budget and recommend financial strategies.

Qualifications and Requirements:

- Post secondary education in one of the following fields of study: Psychology, Sociology, Education, Social Work, Human Ecology, Child and Youth Care.
- Brain Story Certificate.
- Strong interpersonal and communication skills.
- Proficient in Microsoft Office Suite programs, and able to use online platforms such as Canva and Zoom.

- Knowledge of Indigenous Culture considered an asset.
- An understanding and experience with social service outcome measurement and reporting is required.
- RCMP Vulnerable Sector and Child Welfare clearance are required.
- The Town of Bonnyville also requires a pre-employment alcohol and drug screening test.
- First Aid certification and WHIMIS will be required (may be obtained after employment).

Position Details:

This position is under contract with the Government of Alberta and expires 31 March 2026, this contract may be renewed. The position is a term position with a base rate of \$30.53 / hour for 35 hours per week. Benefits are not included; a supplement of 6% of the wage is paid in lieu of benefits. This is in addition to vacation paid according to Alberta Labour Standards required rates.

Closing Date: The application review will be ongoing, and the position will remain open until filled.

Submit application to:

Town of Bonnyville
HR Department
Bag 1006
Bonnyville AB T9N 2J7 or Email: hr@town.bonnyville.ab.ca

We thank all applicants for their interest; however, we will contact only those under consideration.