



Employment Opportunity

Family and Community Support Services (FCSS) Director

Posted: June 23, 2022

The Town of Bassano is hiring. We are looking for an individual with a diverse skillset. Someone who is passionate about helping people, working with volunteers, and has administrative capabilities to provide community and support services leadership. Under the direction of the Chief Administrative Officer, the FCSS Director is appointed to support a volunteer advisory board to deliver social service programs in Bassano.

This is a full-time position, 40 hours per week. Based on the nature of the programs, your work week will include some evening and weekends. A full-benefits package is provided. Salary range \$47,000 - \$58,000/annum.

Job Performances	Desired Skillset and Competencies
<ul style="list-style-type: none">▪ Work collaboratively within a structured organization▪ Develop and maintain strong partnership with service providers and community members within the town and region▪ Provide administrative support to a volunteer board to plan, organize, and deliver social programs and events▪ Fiscal management – you are responsible for an annual budget and ensuring programs are managed accordingly▪ Meeting milestones to ensure reporting compliance – strong administrative skills are mandatory▪ Provide various support services such as, assisting with Seniors Benefits, rental subsidies, and transportation needs▪ Marketing and promotion of all programs and events	<ul style="list-style-type: none">▪ Strong administrative capabilities▪ Strong communication skills▪ Strong interpersonal skills▪ Basic financial literacy▪ Must be able to work independently and within a team – critical thinker▪ Organized – problem solver▪ Confidentiality▪ Leadership capabilities▪ Ability to take direction and give direction to others▪ Compassionate, empathetic, and people oriented▪ A willingness to serve people and the community

Tell Us Who You Are

In this role, the successful candidate will work directly with children, youth, families, singles, and seniors. We acknowledge that each applicant will bring different skillsets and experiences to this role. In your cover letter, tell us what makes you unique and how your experience within the social services sector will contribute to the viability of the department and our community.

Educational Requirements

In addition to the qualifications above, the successful candidate will have a post-secondary degree in community/social services, education, or a similar field. Educational requirements may be supplemented by relevant field experience.

Certifications in first aid, ASSIST, and Suicide Prevention are an asset. Upon hiring, the successful candidate will be required to provide a criminal record check, a driver's license abstract as well as a Children's Service Intervention Check.

Applicants are invited to submit both a cover letter and resume in a consolidated file by email to the address below. We ask that you include a list of 3 references, two professional and one personal. All references will be called.

Town of Bassano
Attention: Jordan Mitchell, Executive Assistant
ea@bassano.ca
403-641-3788

Refer to our website for more information www.bassano.ca.

We appreciate and consider all applications; however, only candidates selected for interviews will be contacted. This position will remain open until a suitable candidate is found.