



Strathmore

TOWN OF STRATHMORE

JOB DESCRIPTION

JOB INFORMATION	
Position:	Community Development Coordinator
Reports To:	Manager, Community and Social Development
Position Type:	<input checked="" type="checkbox"/> Full Time Permanent (35 hours) <input type="checkbox"/> Full Time Permanent (40 hours) <input type="checkbox"/> Part Time Casual <input type="checkbox"/> Part Time Permanent <input type="checkbox"/> Full Time Limited Term (including FT Summer Students) <input type="checkbox"/> Part Time Limited Term (including PT Summer Students)
JOB SUMMARY	
<p>Reporting to the Manager, Community & Social Development, the Community Development Coordinator is responsible for planning, coordinating, implementing, and evaluating community development initiatives that strengthen individual and community well-being in Strathmore. Guided by Family and Community Support Services (FCSS) principles and an asset-based community development approach, the coordinator works collaboratively with residents, community organizations, government partners, and internal departments to identify community needs, build local capacity, and develop sustainable solutions that foster inclusion, belonging, and resilience.</p>	
ESSENTIAL FUNCTIONS	
Description of the Function	
<p><u>Community Engagement:</u></p> <ul style="list-style-type: none"> • Plan and facilitate community events that promote connection, collaboration, education, and well-being • Build and maintain partnerships with community organizations, agencies, and stakeholders • Deliver presentations on Strathmore FCSS programs, prevention priorities, and community resources • Support and monitor FCSS-funded grantees to ensure compliance with funding agreements and achievement of program goals • Prepare grant updates and reports for the Manager of Community and Social Development and the Strathmore FCSS Board • Represent Strathmore FCSS at community events, committees, and partner meetings • Identify emerging community needs and opportunities to strengthen services and partnerships. <p><u>Client Services and Case Management:</u></p> <ul style="list-style-type: none"> • Deliver services to clients based on a trauma-informed care lens, and a person-centered service delivery model • Coordinating services to reduce fragmentation and improve service delivery and facilitate linkages between clients and community supports • Enhance best practices for systemic and policy change to support a client-focused service delivery model • Provide assessment, strength-based action-oriented support, outreach, skill building and supported referrals to adults and seniors • Maintain timely and accurate client records in accordance with applicable standards, policies, and regulations 	

- Ensure coordinated access to community resources, reduce barriers, and guide clients through the complex system of social supports available

Civic Development:

- Collaborate with community organizations and internal stakeholders to support the provincial FCSS mandate
- Develop partnerships and collaborate with community organizations, regional services, and key stakeholders to identify local, regional, provincial, and national programs and develop resources and implement events based on these findings
- Attend relevant agency meetings, participate in relevant committees, and liaise with other professionals to reduce fragmentation and facilitate seamless service delivery
- Provide input into the development and implementation of strategic planning priorities for addressing social needs and optimizing partnership opportunities

Administration:

- Establish and maintain effective working relationships with staff, volunteers, partners, and the public
- Support FCSS branding and communications, including media briefings and liaison with the Communications Department
- Manage and update the FCSS website, event calendar, and digital content
- Support the Reception Centre Coordinator and assist with Emergency Social Services (ESS) during emergencies
- Attend department meetings and complete administrative duties, reports, and other assigned responsibilities

COMPETENCIES AND BEHAVIOURS

- Understand and apply principles of primary, secondary, and tertiary prevention
- Understand and apply principles of effective social serving systems
- Be adaptable and creative while evaluating, modifying, and improving services in the face of new circumstances, evolving priorities, and resource constraints
- Ability to motivate and inspire individuals towards change
- Excellent conflict resolution skills, sound judgement and problem-solving skills in response to sensitive issues
- Integrate and synthesize multiple levels of information
- Ability to respond to difficult life circumstances in a calm and empathetic manner
- Function within a complex, diverse, and changing environment, with the ability to quickly assess and provide paths for solutions in complex situations and effectively manage resources

REQUIREMENTS, EXPERIENCE, AND EDUCATION

- A university degree or college diploma in Human Services, Social Work, or related field, or discipline
- An equivalent combination of education and experience may be considered
- Minimum of three (3) years related experience in direct client service delivery
- Experience with multi-level assessments
- Mental Health First Aid Certification or willing to obtain within first 6 months of employment
- ASIST (Applied Suicide Intervention Skills Training) Certification or willingness to obtain within first 6 months of employment
- Municipal experience preferred
- Possession of a valid Class 5 Driver's License

Manager Approval:

Name

Signature

Date

Employee Acceptance:

Name

Signature

Date

Submit signed copy to HR for filing