



KALYNA FAMILY RESOURCE NETWORK (FRN) HUB FACILITATOR

POSITION SUMMARY

As the Town of Vegreville evolves, so do our employment opportunities. Our work culture includes a dynamic mix of professionals, with a diversity of skills and expertise. The Vegreville & District Family & Community Support Services (FCSS) Department has an opening for the Kalyna Family Resource Network (FRN) Hub Facilitator.

The Kalyna FRN has five 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 Facilitator is to organize, coordinate, and develop collaborative practices for these five service agencies within a geographical region called the Kalyna Family Resource Network, which are located in the communities of Vegreville and Area, Lamont County, Two Hills County, and Mannville-Minburn-Innisfree. This position acts as the first point of contact, describing Kalyna FRN programs and resources, and is responsible for making referrals and connections to coordinate services within the network.

DUTIES & RESPONSIBILITIES

- Provide a safe and trusted FRN Hub facility.
- Lead the distinct identity of the Kalyna FRN, and the services provided within the communities for the people being served.
- Establish and maintain meaningful relationships with FRN partners, community agencies, and organizations.
- Lead the collaborative development and usage of a streamlined referral process with Kalyna FRN Spoke partners and community
 agencies.
- Facilitate the development of continuous improvement strategies to reduce duplication and maximize resources within the Kalyna FRN.
- Monitor activities of the Kalyna FRN and submit Hub service data and outcome reports.
- Organize local staff training opportunities to ensure a well educated and informed network.
- Ensure financial resource management by monitoring budget and recommend financial strategies.

KEY COMPETENCIES & QUALIFICATIONS

- Post secondary education in one of the following fields of study: Psychology, Sociology, Education, Social Work, Human Ecology, Child and Youth Care, and Early Childhood Development.
- Strong interpersonal and communication skills.
- Robust administrative abilities.
- Proficient with Microsoft Office Suite programs and able to successfully learn and use online platforms such as Canva, Poster My Wall, and Zoom.
- Ability to work independently, as well as a member of a professional team.
- Knowledge and understanding of Indigenous Culture considered an asset.

- Knowledge of the Child, Youth, & Family Enhancement Act an asset.
- Knowledge of the community and the current resources available.
- Able to travel to other Kalyna FRN locations.
- Adapts well to changes in work priorities as needed.
- The successful candidate will be required to pass a Criminal Record Check, Vulnerable Sector Check, and a Child Intervention Record Check.

Application deadline is March 27, 2023. To apply to this position, email your resume and cover letter to hr@vegreville.com.

Thank you to all that apply. Only those selected for an interview will be contacted.