

EMPLOYMENT OPPORTUNITY

COMMUNITY COUNSELLOR (TERM)

POSITION SUMMARY

The Vegreville & District Family & Community Support Services (FCSS) department operates on a mandate of early and later and later stage prevention and provides services that enhance the social well-being of a community.

Under the direction of the Manager and Assistant Manager for the FCSS department, the employee in the position focuses on providing short-term counselling and support services that foster resilience and promote goal-oriented solutions.

The FCSS department involves the cross training of employees to support the ability to work collaboratively, have a better understanding of each other's roles, and to ensure the continuity of services to the public.

As a Town of Vegreville employee this person shall establish and maintain good working relationships with all Staff and Departments.

AREAS OF FOCUS

Relationship/Rapport Building and Communication:

- Establish trusting and comfortable relationships with community members, agencies, clubs, organizations, businesses, and other Town of Vegreville departments.
- Expand your professional network and forge new connections with agencies, organizations, businesses, and government.
- Use active listening skills, find commonalities, and ask clarifying and engaging questions.
- Employ positive, welcoming non-verbal communication such as posture, eye contact and facial expressions.

Information & Referrals:

- Ensure residents are supported and connected with local, provincial, federal, and online services, programs, and resources.
- Assist the community with self-directed access of supports through the development of print and online publications such as information posters, cards, and directories.
- Use sound judgement and discretion when responding to inquiries regarding classified and confidential information.

Access to Services & Navigation Supports:

- Provide support by listening to resident's challenges, help them find possible solutions, and build upon their skills to access other resources that can help them through their difficult time.
- Assistance with forms and applications that will improve the well-being of an individual or family.

Education & Awareness:

- Bring community agencies and organizations together through various methods such as Interagency and Community of Practice to develop a more collaborative service and better link residents to community supports that improve well-being.
- Community Initiatives: Work with the community to address different awareness campaigns and initiatives, thus making Vegreville a more welcoming, inclusive, and connected community.

QUALIFICATIONS & KEY COMPETENCIES

- Master's Degree in a counselling related field; or Bachelor of Social Work degree with appropriate registration and counselling experience. Other specialties would be considered, including specific registered counselling designations.
- Must be registered with or eligible to be registered with specific regulatory body.
- Current Registration with relevant licensing body (submitted annually).
- Experience working with individuals of various age groups and backgrounds.
- Trauma-informed training and experience are considered an asset.
- Strong communication skills and ability to work collaboratively within a team-based environment.
- Ability to prioritize and adapt to the ebb and flow of daily responsibilities.
- Have a valid Drivers' Licence and a reliable vehicle with the appropriate insurance.
- Able to travel to other locations as needed to attend workshops, meetings and or conferences.
- Ability to work flexible hours including evening and weekends.
- Advanced ability to use Microsoft Office Suite programs and online platforms such as Canva, Poster My Wall, and Zoom.
- A recent Criminal Record Check with Vulnerable Sector.
- All Professional Designation Registration Fees are the responsibility of the employee.

Application deadline is Thursday, March 27, 2025, at Noon. Full job description is available upon request.

To apply, email your resume and cover letter to employment@vegreville.com.

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