



Job Title: FCSS Housing and Community Support Navigator

Location: Fort Macleod, Alberta

Position Type: Full-Time – Grant Funded 12-month position with the potential for extension.

Application Deadline: March 15, 2025, however, the posting will remain active until a suitable candidate is found.

About FCSS: The Town of Fort Macleod's Family and Community Support Services (FCSS) is dedicated to enhancing the well-being of our community by providing support services and programs. We are committed to supporting individuals and families through a variety of community events and public services.

Position Overview: We are seeking a compassionate and organized Housing and Community Support Navigator to join our team. In this role, you will support individuals and families experiencing homelessness or housing instability due to social and economic circumstances. You will coordinate services, provide client navigation support, maintain housing resource data, and facilitate community education to increase awareness of housing challenges and solutions.

Key Responsibilities include but are not limited to:

Housing Coordination & Community Engagement

- Maintain an up-to-date list of available housing options and a landlord database to assist clients in securing stable housing.
- Attend Community Housing Committee meetings and contribute to collaborative efforts addressing housing challenges.
- Coordinate and facilitate community workshops and educational presentations on housing issues, homelessness prevention, and housing rights.
- Plan and lead community consultations to increase awareness of the housing continuum and its significance.
- Submit newspaper articles and other communications to raise awareness of housing-related topics.

Client Support & Navigation

- Act as a client support systems navigator, assisting individuals with services such as Alberta Works, AISH, PDD, FSCD, ID Clinic, Seniors Benefits, Child Care Subsidies, Child Tax Benefits, Addictions and Mental Health, and Children's Services.
- Conduct client assessments to evaluate social, environmental, and financial needs, including both formal and informal support systems.
- Identify and refer clients to appropriate community services and agencies to help reduce barriers to stable housing.
- Provide guidance and referrals while managing expectations and maintaining professional boundaries.

Program & Grant Management

- Manage client services, program activities, and community engagement to align with the objectives of the Rural Development Network's Reaching Home Grant.
- Establish and maintain positive working relationships with support service agencies to foster collaboration.
- Compile and submit required grant, committee, and program reports to RDN, HFIS, and HERIN as needed.
- Perform related administrative, program, and other job duties as required.

Qualifications & Skills

- Strong understanding of diverse and complex individual situations and the ability to provide effective client support.
- Knowledge of housing resources, social services, and community needs and supports.
- Excellent communication and community engagement skills.
- Ability to manage multiple program activities and reporting requirements.
- Experience in case management, social services, or housing navigation is an asset.
- Excellent time management skills.
- Commitment to maintaining confidentiality and professionalism when dealing with sensitive client information.

Education and Experience

- A combination of education and experience with some post-secondary education in a human services field is required.
- 3-5 years of experience working with marginalized and at-risk populations.
- Knowledge and experience in case management.
- Proficiency with computers, data management systems, and Microsoft Office.
- Valid Driver's Licence and clear driver's abstract.
- Current and clear Criminal Records Check with Vulnerable Sector.
- Knowledge of regional resources and social supports.

Compensation and Schedule

Wage: \$25 - \$27 per hour

Typical Hours of Work: 28-35 hours per week, 8:30 am – 4:30 pm, Monday through Friday, however some evening work may be required based on program needs.

How to Apply: Interested candidates are invited to submit a resume and cover letter outlining their qualifications and experience to FCSS Coordinator by March 15, 2025.

Email: HR@fortmacleod.com

Please include "Housing and Community Support Navigator Application" in the subject line.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.