



## **‘Keys to Resilience’ Team Supervisor**

**Full Time (35 hours per week)**

The Families Matter Society of Calgary strives to promote optimal child development and family resilience by helping caregivers learn about early childhood development, by providing concrete supports in times of need; by helping families build strong relationships, and by creating lasting, supportive social networks among families.

We are looking for a passionate and committed professional to join our organization as a Supervisor with our Keys to Resilience Program, serving the Northeast and Southeast of Calgary.

**JOB PURPOSE:** The purpose of this role is to provide centre-based support to families with children newborn to age six to promote healthy child development, caregiver capacity-building, family resilience, and community connections. This Supervisory role includes direct work with families as part of the program team within our Family Centres.

**QUALIFICATIONS:** A degree in the Human Services field is required with a minimum of 2 years of service to families with young children, including work experience in the following areas:

- Supporting families from diverse backgrounds with a wide range of needs
- Addressing and reducing risk factors, and building family protective factors
- Understanding of and experience with early childhood development, early learning environments, developmental screening, and building parenting capacity.
- Utilizing a client data base and tracking assessment and outcome data for families served.
- Strong oral and written communication skills.
- Proficient computer skills.
- Ability to work in a very organized, accurate and detail-oriented way.
- Self-directed, and able to take initiative.
- Strong knowledge of child and family serving community resources.
- Must have a valid driver’s license and use of own vehicle.

**RESPONSIBILITIES:**

1. Support families with young children (age 0-5) using Family Centre-based services in our Northeast and Southeast Calgary locations.
2. Develop and deliver programming that addresses identified family concerns and implements effective learning strategies with parents and children families, utilizing advanced strength-based, solution focused approaches.
3. Oversee the use of developmental screening tools (ASQ / ASQ-SE) with children and developmental support plans with parents to support optimal child development.
4. Maintain best practice, and a high standard of service delivery.
5. Support and guide the work performance of a team of Family Support Workers with the provision of supervision, coaching, mentoring and annual performance reviews.
6. Work in close collaboration with the Program Manager, as a member of the agency Leadership Team, and with other agency programs
7. Manage critical timelines, deliverables and deadlines and assist Program Manager with setting priorities and developing action plans.
8. Support and monitor complete and accurate data entry by Family Support Workers into the agency's client database; assist with outcome measurement and provide information as needed to the Program Manager for the completion of required reports.
9. Participate in community collaboration and program expansion.

**Application Deadline: January 17, 2021**

***We appreciate the interest of all applicants however will only contact those invited for an interview. We are an equal-opportunity employer.***

Please send a cover letter and resume to Lisa Barton, Manager of Family and Community Programs:  
[LisaBarton@familiesmatter.ca](mailto:LisaBarton@familiesmatter.ca)

**For more information about the Families Matter Society, please visit: [www.familiesmatter.ca](http://www.familiesmatter.ca)**