

Flourish with Carya

At **carya** (formerly Calgary Family Services), we know that the strength of our community is rooted in its people. That's why we've dedicated more than 100 years of service to creating healthier, more connected communities in Calgary.

With over 40 program offerings for individuals and families, we provide a full spectrum of interactive counselling and development services for people of all ages — from babies to youth to older adults — and their support network.

Our highly skilled team encourages nearly 30,000 Calgarians each year to discover their full potential and build flourishing relationships with their families and community.

Community Development Facilitator, East Village (HR250)

One year full time position (35 hours per week)

\$47,657 - \$52,230 annually

Competitive benefits package

Position Summary

Our strength is our people, who together with their diverse backgrounds create a workplace where excellence is valued and the atmosphere is both collaborative and forward-moving. Presently we are looking for a skilled **Community Development Facilitator**. A new and dynamic position here at **carya**. As a member of the East Village project team you will be an integral part of implementing the vision for the East Village & Community Hub Space. Using asset based community development as a foundation, this position will develop opportunities that connect and engage people of all ages in participatory activities that foster and nurture participants' strengths and increase resiliency around social participation, social inclusion and personal capacity. This position will nurture a collaborative, inclusive and community focused environment amongst residents in East Village.

This position will take the lead on community development activities and work collaboratively with the East Village Hub Coordinator and other stakeholders to work towards **carya's** vision for the East Village and the Community Hub Space. The vision is to develop a multi-generational approach and community hub that meets the needs of both current residents and the evolving needs of a distinct urban neighborhood. **carya** believes there is a strong need and desire in the East Village to create both opportunities and a space for people of all ages to come together in ways that promote wellness, provide assistance and reduce social isolation.

Responsibilities

Program Design and Development

- Establish and maintain strong working relationships with participants, community partners, and colleagues
- Build, support, and facilitate the development of group programs that meet the needs of the community, promote social inclusion and support people to thrive

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- Encourage, inspire and assist the groups in visioning and implementing their ideas as they take a leadership role in making their communities a better place to live for people of all ages
- Work openly and collaboratively with diverse individuals and organizations
- Demonstrate an awareness of personal and cultural values, ethical priorities and an ability to reflect on, understand and value the impact of these on practice
- Support the emergence and growth of common understanding and language of community development
- Act as connector and liaison between community agencies and the East Village Residents to maintain and build more alliances and resources to support the community
- Provide learning opportunities, either facilitated yourself or with **carya** or community resources, when it is identified that the group will benefit from targeted learning

Community Engagement/Building

- Identify possibilities for community engagement and participate in current ones
- Conduct community consultations to explore and refine identified possibilities
- Engage individuals from vulnerable populations and recognize and build upon their strengths to foster personal and community capacity
- Support sustainability by assisting groups with self organizing, convening, group development
- Simultaneously use multiple engagement strategies, assessing and adjusting as needed
- Work with participants to determine direction of engagement and Identify emerging community needs that may be addressed through Community Development activities/opportunities
- Maintain effective professional relationships with the community, participants and internal and external stakeholders
- Provide ongoing support for program development and sustainability as appropriate
- Work with and leverage available assets, embrace what the community has to work with while initiating, mobilizing and focusing the interests of residents
- Think outside the box, look for possibilities, connect with new people, and engage interest from likely and unlikely allies
- Work effectively in fluid, changing and often ambiguous environments

Communication

- Communicate clearly, timely and consistently in person, by phone, and in writing with participants, residents, volunteers and other stakeholders
- Demonstrate effective facilitation, conflict resolution, mediation and negotiation skills
- Produce timely and accurate written correspondence and reports as required
- Maintain familiarity with **carya** and external community programs to ensure program participants have access to appropriate services and resources
- Participate effectively in ongoing direct supervision, team meetings and department meetings.
- Participate fully in reflective practice staff groups
- Participate in individual and team professional development and apply learnings to work

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Records Management

- Maintain ongoing records pertaining to program activities and outcomes
- Manage resources and maintain budget records
- Ensure proper records and outcome data are maintained as required
- Entry of outcome data in a timely manner

This position reports to the **Community Development Supervisor**

Qualifications & Experience

- Two years proven track record in front-line community development
- Bachelor's degree in community development or social work or a combination of other post secondary education that provide a similar level of education and training
- Facilitation, group management, coordination and community organizing experience
- Demonstrated ability to work both as a member of a team, as well as independently
- Experience and excitement for working across the life span from an asset-based perspective and a multi-generational lens
- Passion for working with older adults and knowledge about the older adult population in Calgary communities
- Advanced skills in business applications (Microsoft Word, PowerPoint, and Excel);
- Working knowledge of data management systems is required
- Strong organizational abilities and experience balancing multiple demands
- Superior written and oral communication skills with attention to detail
- Demonstrated ability to be flexible in time, place of work and engagement strategies, innovative and client-centered
- High ethical standards and integrity
- Excellent leadership and interpersonal skills with ability to engage with stakeholders of diverse and at times competing interests to work towards achieving a common agenda
- Successful completion of a Criminal Records Check and Child Intervention Record Check and vulnerable sector check

Closing Date

November 10, 2017

If you are seeking a genuine challenge in a workplace where excellence is valued and the atmosphere is supportive, please send your résumé to: hr@caryacalgary.ca

We appreciate the interest of all candidates, but only those selected for an interview will be contacted.