WE ARE HIRING!
FAMILY SUPPORT SPECIALIST

Full-Time Position | Slave Lake, Alberta

Association of High Prairie & District Children's Resource Council
Program: High Prairie & Area Family Resource Network (FRN)

Location: Slave Lake Office
Hours: 37.5 hours per week
Reports to: Executive Director

About the Position

We are seeking an experienced, compassionate and dedicated individual to join our FRN team. This position combines three areas of family support: **Home Visitation, Parent Education, and Infant & Child Development.**

The successful candidate will serve families throughout the MD of Lesser Slave River, MD of Opportunity No. 17 and Wabasca. Approximately 10 hours per week will be dedicated to Home Visitation, with the remaining 27.5 hours divided between Parent Education and Infant & Child Development.

Key Responsibilities

- **Home Visitation:** Provide one-to-one home-based support to parents and caregivers, primarily with children ages 0–6, promoting positive parenting and healthy family relationships.
- **Parent Education:** Coordinate and deliver parenting workshops, presentations and resources, including programs such as Triple P and Circles of Security.
- **Infant & Child Development:** Provide activities, information and support that promote healthy child development, positive attachment and responsive caregiving.
- Connect families with appropriate community resources and additional supports.
- Build relationships with First Nations, Métis communities and community service providers.
- Maintain accurate client records, case notes, attendance and program reports.
- Travel throughout the assigned service region and participate in team meetings, training and program planning.

Qualifications & Experience

- **Relevant experience working with children and families is required.**
- Knowledge of child development, parenting practices and family support services.
- Strong communication, organizational and documentation skills.
- Ability to work independently and manage multiple program responsibilities.
- Culturally respectful, compassionate and non-judgmental approach.
- Post-secondary education in Early Childhood Development, Social Work, Child and Youth Care or a related field is an asset.
- Experience with Triple P, Circle of Security or home visitation is an asset.

Employment Requirements

- Valid driver's licence and ability to travel.
- Satisfactory Criminal Record Check.
- Satisfactory Vulnerable Sector Check.
- Current Driver's Abstract.

Compensation

- Competitive wage based on experience and qualifications.
- Vacation and sick days available following successful completion of probation.
- No employee benefits package is provided.

APPLY TODAY!

Please submit your resume and cover letter outlining your experience and qualifications to:

hpdcrc@telus.net

For more information, call **780-523-2715**.

Association of High Prairie & District Children's Resource Council

Supporting children, strengthening families and building healthier communities.