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## **CAREER OPPORTUNITY**

**Lethbridge Family Services** is a private, non-profit organization operating since 1910. We are highly accredited and with more than 380 employees, the largest community social services organization in southern Alberta.

We offer a supportive, inclusive team environment with a strong commitment to work-life balance. We provide a competitive remuneration package, including a comprehensive benefit plan, generous vacation and personal time, and subsidized fitness memberships. We support your career through opportunities to learn and grow, including paid professional development opportunities, and on-the-job coaching and support. Our “family” culture supports many opportunities to participate in events including health and wellness challenges, social club activities, annual holiday parties and recognition events.

**Position:        OUTREACH & EDUCATION FACILITATOR/ INTAKE WORKER**

**Department:    COUNSELLING, OUTREACH AND EDUCATION**

**Hours:            Monday to Friday- 35 hours/week, flexible hours**

### **Position Overview:**

As an OE Facilitator the position requires the employee to support the development, promotion and delivery of presentations, workshops, trainings, personal growth groups and individual education in areas connected to suicide prevention, family violence prevention and a variety of other topics.

As an Intake Worker the position requires the employee to provide screening, assessment, referral and emotional support to community members requesting counselling.

### **Key Responsibilities:**

- Facilitate presentations, workshops, personal growth groups, trainings and individual education sessions.
- Perform intake screening to identify counselling client’s needs and determine eligibility for program.
- Respond to community requests for information, program materials and resources.
- Participate as a member of a healthy and dynamic team.
- Represent the agency and the department on interagency committees.

Date Posted: 06/16/2022

**Qualifications:**

- Bachelor degree in Social Work, Psychology or relevant discipline.
- Minimum 2 year facilitation experience is required.
- Experience in working with diverse populations.
- Strong interpersonal communication skills, both written and verbal
- Strong computer literacy skills including; Microsoft TEAMS, Canva, Mailchimp and proficiency in data entry, word processing and spreadsheet applications
- Excellent organizational skills
- Must provide COVID-19 Immunization Record and be fully immunized (2 weeks after last dose) before start date.
- The successful candidate will be required to provide a Police Information Check and a Child Intervention Check.

**Start date: ASAP**

**Application deadline: June 30, 2022**

**Please submit, in confidence, a resume and cover letter referencing job posting COE56 and where you viewed our ad:**

**Email:** [humanresources@lfsfamily.ca](mailto:humanresources@lfsfamily.ca)

**Mailing Address:** Human Resources, Lethbridge Family Services  
100 – 1410 Mayor Magrath Dr. South  
Lethbridge AB T1K 2R3

**Fax:** (403) 587-425-5209

**Web:** [lfsfamily.ca](http://lfsfamily.ca)

**We thank all candidates for their interest, however, only those selected to continue in the process will be contacted.**

***Lethbridge Family Services is an equal opportunity employer.***

