

CAREER OPPORTUNITY

About Lethbridge Family Services

In operation since 1910, Lethbridge Family Services (LFS) is the tenth largest employer in Lethbridge, serving 8,100 clients annually through 380 employees. LFS stewards an annual budget of over \$21 million and has numerous contracts. LFS is a highly-accredited charitable organization that improves the wellbeing and quality of life for individuals and families in Southwestern Alberta. The organization is devoted to providing services to those in need, regardless of socioeconomic status, ethnicity, language, religion, gender identity, and family structures. We offer community-based support to facilitate human potential, choice, and independence. Through advocacy, public education, prevention, intervention, and community development, LFS responds to emerging family needs.

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, employee and family pricing program for cellular service, and a discounted fitness membership. 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 social club activities, annual holiday parties, and recognition events. Check out our website at www.lfsfamily.ca.

Position: **COMMUNITY CONNECTIONS VOLUNTEER PROGRAM PRACTITIONER (CCVP)**

Department: **IMMIGRANT SERVICES**

Hours: **Monday to Friday 35 hours per week**

Position Overview:

Assist with administration and maintenance of the Community Connections Volunteer Program.

Key Responsibilities:

- Assist with recruitment and interviews of the CCVP Volunteers
- Assist with maintenance of information/orientation packages for client and volunteers
- Conduct the initial program enrollment orientation sessions with CCVP Clients.
- Organize and host volunteer information session each month, identifying and inviting new volunteers to participate.
- Assist with the implementation of the marketing/promotional plan to recruit CCVP Volunteers, per request
- As needed, assist with the planning and promotion of information sessions for CCVP volunteers.
- Assist in coordinating networking and volunteer opportunities for clients, and identify individuals who may benefit from these opportunities.



- Assist with administration of men's and women's Conversation Circles program and maintain appropriate documentation.
- Maintain monthly contact with CCVP Volunteers in order to offer assistance and feedback.
- Assist with distribute program satisfaction surveys to CCVP volunteers and clients.

Other assigned duties:

- Answer telephone and in-person callers promptly
- Provide information about the agency's services

Qualifications:

- Undergraduate degree in the area of psychology, social work or relevant discipline or equivalent experience.
- Minimum one year related experience;
- Or equivalent combination of education and experience.
- The successful candidate will be required to provide a Police Information Check.

Start date: ASAP

Application deadline: September 26, 2022

Please submit, in confidence, a resume and cover letter referencing job posting IS132 and where you viewed our ad:

Email: humanresources@lfsfamily.ca

Web: 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.

