



"Working To Get Central Alberta Working"



Do you have a "teach,
guide, support"
philosophy?

Are you motivated and
looking for a way to
enhance supports and
services to central
Albertans?

Look no further!

Work Hours: 37.5 hour work week
(generally Monday to Friday, 8:00
to 4:30 pm) with flexibility to work
evenings and weekends as
required.

Start Date: As soon as the qualified
candidate is identified.

If you believe in seeking out
new ways of achieving goals
and are excited about the
opportunity to use creativity
every day at work – then we
look forward to reviewing your
resume!

Please forward resume and three
supervisory references to:

Cindy Jensen

Executive Director

Email: cjensen@epssworks.com

Fax: 403-309-2022

Closing Date: April 25, 2025

PROGRAM COORDINATOR

(1 year contract position)

Under the direction of the Executive Director, the successful candidate will be responsible for: general supervision and management of assigned contracts/programs, managing statistical data pertinent to assigned contracts, providing guidance/ coaching/ and mentoring to staff, offering creative feedback and suggestions to effectively handle unique client and staff situations, and assisting with the development of new contracts/proposals.

We are seeking an experienced individual who has:

- Experience with providing assistance to both staff and clients to promote quality services and effective outcomes
- Strong "person first" philosophy with solid understanding of positive procedures, restrictive practices, and behaviour support plans
- Extensive knowledge regarding developmental disabilities, autism, FASD, mental health, addiction, harm reduction strategies, and behavioral concerns
- The skills to anticipate potential concerns and implement creative solutions to produce viable solutions
- Awareness of Creating Excellence Together (CET) standards
- Knowledgeable regarding trauma informed care
- Experience providing services through government contract models
- Strong project management skills, with the ability to assign tasks, monitor progress, and encourage quality performance
- Strong writing skills to assist with the development of new contracts, write proposals, and complete monthly reports
- Confidence and accuracy when liaising with other professionals such as: caseworkers, guardians, healthcare providers, etc.
- Ability to meet multiple timelines and an understanding of their significance
- A high level of proficiency with Microsoft applications with strong communication, documentation and data entry skills
- The ability to work flexible hours to accommodate workload requirements
- The desire to work as part of the leadership team to support the overall Agency; promoting the values of the agency through positive interactions and crisis management skills.

Desired Requirements Include:

- Minimum of 2 Years of Related Post-Secondary Education
- Minimum of 6 years' experience in a Human Services related field with at least 3 years' experience providing supervision and service coordination
- Criminal Record Check/Vulnerable Sector Check
- Reliable vehicle, valid drivers license and Drivers Abstract