

## *You will have knowledge of:*

- poverty and other socio-economic issues and how they impact people;
- human growth and development and the impact of influencing factors;
- the systemic barriers that affect clients and communities;
- multi-cultural beliefs, values and perspectives with particular emphasis on First Nations and Métis;
- demonstrated ability and experience in fostering community development through interest groups, board involvement and development of community resources;
- community development and community capacity building and assessment approaches; the functioning of non-profit community-based organizations and volunteer boards;
- government policies, practices and procedure;
- social service programs, both with government and non-government agencies;
- legislation and regulation governing labour standards, registered charities, *The Non-Profit Corporations Act*, trade unions and human rights;
- criteria for evaluation of program effectiveness;
- computer systems and software packages including: Wordpro, Lotus 123, e-mail and database programs; and
- skills in group work, public relations, written and oral communications.

The Department of Community Resources and Employment is committed to workplace diversity and encourages applications from qualified persons of aboriginal ancestry; persons with disabilities; members of visible minorities; and women seeking management or non-traditional roles.

# Careers

## Community Development Unit

This factsheet describes the job of a worker in the Community Development Unit of the Department of Community Resources and Employment, Saskatoon Region. Workers in this unit require a Bachelor of Social Work, Bachelor of Indian Social Work, or an alternate bachelor level social work degree from an accredited University as approved by the CASW/CASSW, or equivalent education, training and experience. They also require experience related to community development, adult education, group work or an equivalent combination of education and experience.

Community development is based on two premises: understanding the causes of suffering; and organizing towards collective action and solutions to problems. Community development emphasizes building community capacity by identifying needs and becoming involved in determining appropriate solutions. Community development can range from small projects within a small group, to large initiatives involving the whole community.

Staff of the community development unit work in areas including parent education, integrated school linked services, children not in school, exploitation of children, community economic



development, homelessness; rural development; child hunger and nutrition; and initiatives in the core city. They place particular emphasis on prevention, children and families, integration, collaboration, partnerships and culturally-appropriate services. They respond to needs in the context of a community or neighbourhood and emphasize strengths of people. They provide adult education, leadership training and support to people so their individual and collective lives actually improve.

### ***The Job***

Your responsibilities include:

- maintaining an ongoing support and liaison role in order to engage families and clients in prevention and support programs available in the community and to reduce their reliance on Community Resources and Employment programs;
- referring and supporting individuals and families receiving services from Community Resources and Employment into specialized programs such as: community-based and school-based support centres; food security initiatives; neighbourhood activities; integrated school linked services; community economic development; adult education; transition planning; and skills training programs for job placement;
- engaging in and facilitating community building and prevention activities that strengthen the norms, supports, and problem-solving resources of Community Resources and Employment' client families within their own communities;
- conducting and facilitating social group work to assist Community Resources and Employment' clients to create their own building blocks for effective action and eventually change their social and economic reality from dependence to independence and less reliance on department programs;
- reviewing budgets and administration practices, training needs and licensing and service needs of community-based organizations;

- monitoring community-based organizations to ensure that contracted services are being provided and that established accounting and financial management practices are being followed;
- consulting and providing direction to community-based agencies and Community Resources and Employment staff to develop and enhance client service delivery and support these agencies/groups in the development of services and proposals for funding;
- assisting and supporting the boards of community-based organizations by identifying, developing and providing board training;
- working with other Community Resources and Employment staff to provide the counselling and transition planning necessary for individual and family clients in crisis to help remove blocks and barriers to their own strengths and give them the opportunity to access community-based resources and options;
- aiding and assisting community groups, agencies and associations who serve Community Resources and Employment clients to expand their own resources through fund raising, writing grant proposals and seeking out productive and active partnerships; and
- data gathering and research in order to help determine the improvements needed in family centred practice in the community.

### ***Workers in the Community Development Unit are:***

- collaborative proactive team members who contribute to recommendations and support initiatives;
- confident, positive and pay attention to detail;
- innovative and flexible in order to identify issues and meet community needs;
- proactive individuals who anticipate issues and recommend solutions to achieve results; and
- able to work flexible hours, including evenings and weekends.