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COUNCIL OF COMMUNITY SERVICES

of  
EDMONTON AND DISTRICT

Statement on Professional Staff Qualification  
Job Descriptions

Prepared August, 1961.

COUNCIL OF COMMUNITY SERVICES

of  
EDMONTON AND DISTRICT

STATEMENT ON PROFESSIONAL STAFF

Professional Qualification for Positions:

In common with other Canadian Councils with employed staff it has been clearly understood since the Council was organized in 1940 that Council positions require experienced professionally trained staff. Generally minimum requirements are a M.S.W. degree or diploma, or related training and experience depending on the nature of the Council job.

a) The position of Executive Director calls for a M.S.W. degree with at least 5 years successful experience in supervisory or executive work, with preference given to a person with experience in a Council setting.

b) The position of Associate Executive Director requires a M.S.W. degree with at least 5 years experience in social work with at least 2 years in supervisory positions, and preferably with some experience in a Council setting.

c) The Research and Program position also requires a M.S.W. degree with special qualification through special academic training and experience in social research. At least 3 years experience in social work is desirable with preference given to a person with Council experience.

d) The position of Youth Services and Council Assistant, apart from a M.S.W. degree, requires 5 years experience in work associated directly with youth in either a casework or groupwork setting.

e) The position of Welfare Information Services Secretary does not stipulate social work training but stresses suitably alternative education, experience and outstanding personal suitability.

f) All positions require demonstrated ability to work successfully with people individually and in committees, personal suitability, mature judgment and satisfactory health conditions.

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Aug. 24/61

## Job Descriptions of Council of Community Services Staff -- Executive Director

### Executive Director

Major Duties: Within the limits of general policies established by the Board of Directors to give direction to the development and achievement of organized community planning for health, welfare and recreation and an effective network of such services in the community; to work with the Board of Directors and its committees; provide regular supervision of professional staff, administration of office, direction of Council finances and staff, consultation services for member agencies' staff and volunteer groups, advisory services to government departments, assisting agencies in self-studies, conducting reviews of major areas of need, supervising minutes, preparing reports.

Periodic Duties: Secretarial services for Admissions and Evaluation Committee of the United Community Fund, consultation services for the Board and Allocations Committee of the Fund, preparation of Council budget, recruitment and orientation of volunteers, recruitment of new agencies for membership in Council; attendance at local and national conferences, special meetings, speaking assignments to community groups.

General: Assuming responsibility for progress of and within the Council, keeping abreast of current local and national developments in relation to all aspects of health and welfare, analyzing and presenting factual information about the community's health, welfare and recreational needs and programs, providing a reasonable and balanced program of community organization, being responsible for relations with the general public, communications media, agencies and individuals.

### Associate Executive Director:

Within the limits of general policies established by the Board of Directors and under direction of the Executive Director of the Council, develop and direct program and project activities of the Council with a view to achieving organized community planning for health, welfare and recreation and an effective network of such services in the community.

### Duties:

1. To act as Coordinator of Youth Services; works with the Executive Committee of the Youth Services Division and supervises staff assigned to carry out the work of the Division.
2. Provides staff service to Council committees as may be determined from time to time.
3. Consults with agencies and community groups involving joint planning; encourages planning activities amongst agencies in the community and provides advisory services to government departments, prepares minutes and reports.
4. Represents or serves as a liaison person for the Council in such outside activities as may be deemed necessary; gives talks to community groups, or lectures to students on social welfare services in the community, confers with community leaders for the purpose of interpreting social welfare service needs, or problems in the community.

5. To keep abreast of current literature, and to be aware of the changing structure and facts of the community.
6. To assist and share with the Executive Director in carrying out responsibilities involved in the tasks of the Council; in the absence of the Executive Director to act in his capacity.

Research and Program Secretary:

Within the limits of general policies established by the Board of Directors and under direction of the Executive Director of the Council, develop and direct research and assigned planning activities with a view to achieving organized community planning for health, welfare and recreation and an effective network of such services in the community.

Responsibilities:

1. Develop and directs a research program that effectively contributes to the total community health, welfare and recreation planning effort; works with a research committee of the Council; decides on research policy related to priorities of studies, analysis and publication of study findings; serves as consultant to committees and other appropriate groups on the interpretation of study findings and participates actively in determining recommendations based on studies.
2. Consults with agencies and community groups on matters involving joint research and planning; encourages research activities amongst agencies in the community.
3. Serves as representative of the Council at meetings of groups and associations in the social welfare field as required.
4. Provides staff service to Council committees as may be determined from time to time.
5. Consults and advises other Council staff and serves as a resource person on matters involving research.
6. Plans, organizes and conducts studies and surveys and responsible for:
  - a) Obtaining, compiling and analyzing social and economic data on the community.
  - b) Preparing reports, charts, maps and other written and graphic material designed to interpret findings and recommendations.
  - c) Collecting, compiling and analyzing local agency social statistics.

Youth Services and Council Assistant:

Within the limits of general policies established by the Board of Directors and under direction of the Associate Executive Director of the Council to work with and develop programmes and projects of the Youth Services Division and also to undertake assignments in other areas of Council work.

Duties:

1. To serve as secretary to committees established by the Youth Services, and in some instances project committees of the Council; to provide necessary administrative and technical leadership to the committees, gather information, take minutes, assist committees in recognizing and identifying particular social welfare needs and help in determining action to meet these needs.
2. To consult with individuals and groups in the community on matters affecting the welfare of children and young people and to encourage joint planning in identifying problems and meeting social needs.
3. To give talks to community groups, write reports, keep abreast of current literature.
4. To assist and share with the Associate Executive Director in carrying out responsibilities involved in carrying out the tasks of the Youth Services Division.

Secretary, Welfare Information Service:

Function:

Within the general policies established by the Welfare Information Service Advisory Committee and under supervision of the Executive Director of the Council to operate a central welfare information and referral service to assist citizens of the greater Edmonton area in meeting social problems through available public and voluntary community services and other community resources; supervise staff engaged in such activities. Provide staff service to committees as required.

Responsibilities:

- a) To maintain accurate resource information on health, welfare and recreation services, as well as information about civic, service, fraternal, labour, and professional groups and organizations.
- b) To give general information and/or referral to any individual or organization about the health, welfare, recreation and related services in the Greater Edmonton area.
- c) To direct people who wish to offer assistance in the health and welfare field to the proper agency.
- d) To record the nature of each request received and thus, through accumulated statistics, show where services are lacking or inadequate.

- e) To prepare and maintain an up-to-date directory of health, welfare and other community services.
- f) To notify the Executive Director on pertinent matters encountered, including controversial items of criticisms, that may have implications now or later to the Council's or agency's public relations.
- g) Prepare reports on activities and reports need for service or facility where none or inadequate resources exist, as indicated by the requests received.

Policy of Welfare Information Service (January 19, 1961)

- 1) Welfare Information Service will serve the Greater Edmonton area.
- 2) Welfare Information Service will obtain sufficient information to allow accurate direction to health, welfare and recreation services but will not attempt to determine eligibility for a specific service.
- 3) Welfare Information Service will not give detailed information on agency policy. The person making such enquiries is referred to the agency concerned.
- 4) Welfare Information Service is not an investigating or evaluating service; and therefore, does not make judgements concerning the quality or effectiveness of service.
- 5) Where enquiries do not fall within the service of established agencies in the health and welfare field, Welfare Information Service undertakes to be helpful in direction to other sources of help in the community.

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