

Working Title Early Intervention and Family Resource Network Specialist	Name Family Resource Network Specialist
--	--

Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Youth and Preventive Family Services, Prevention, Early Intervention & Youth	Ministry Children and Family Services
-----------------	--	---	--

Present Class	Requested Class
---------------	-----------------

Dept ID	Program Code	Project Code (if applicable)
---------	--------------	------------------------------

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

The Prevention, Early Intervention and Youth (PEIY) Branch leads Children and Family Services (CFS) in the development of targeted approaches to promote protective factors and to reduce risk factors that lead to infants, children, youth and families becoming involved with Child Intervention (CI). The PEIY Branch is also the ministry lead on promoting resiliency and positive mental health while addressing issues that either result in CI involvement for families, or that develops as a consequence of the circumstances that lead to CI involvement.

This position focuses on supporting the development and delivery of prevention and early intervention (PEI) programming across the province. Provincially funded prevention and early intervention programs and services are delivered through the Family Resource Network (FRN) Program. Reporting to the Manager, this position helps support the strategic priorities of the FRN program and ensures all provincial prevention and early intervention supports align with FRN Grant Funding Guidelines, which builds on the research and best practices of the *Well-Being and Resiliency Framework* (including the *Well-being and Resiliency Evaluation Framework*).

This position collaborates with the EI/FRN team, as well as divisional staff to provide support and guidance to funded agencies that provide FRN programs and services across the province. This position takes an active role in the development and growth of the FRN program, supporting community networks of prevention and intervention services that wrap around families. This position supports community agencies to provide high-quality, coordinated supports; provides FRN service providers access to emerging research and evidence-based programming and connections to other service providers; supports communities to understand how service providers work together to support families.

This position builds capacity across CFS and the larger community in enhancing awareness of the early intervention continuum of service provision. The EI/FRN Specialists provides prevention and early intervention knowledge and guidance to CFS to enhances their level understanding of the FRN Program.

All work is guided by the Alberta Government core values of respect, integrity, accountability and excellence.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

Build the capacity of FRN service providers to deliver high quality services:

- Support the development and implementation of program standards for services across the prevention continuum
- Support the provision of high-quality prevention and early intervention services by providing, and supporting the provision of training and resources to contracted agencies that build capacity
- Manage grants and contracts awarded from the ministry that support capacity building of FRN service providers
- Provide individualized programming support to agencies and Networks.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

Communications

- Provides critical thinking and visual creative talent in the development and packaging of materials for both internal and public consumption, ensuring availability of materials and compliance with government and Ministry visual identity guidelines.
- Composes draft documents on various topics, ensuring appropriate focus on the key audience(s).
- Assists in the development of standardized templates for the unit.
- Reviews and edits materials for style, grammar and formatting prior to final approvals.

Contribute to continuous improvement efforts and support future FRN program development.

- Support the development and implementation of program evaluations for prevention and early intervention services and performance measurement processes for the unit.
- Coordinating, leading, and supporting unit research and evaluation activities and special projects to explore program needs.
- Work with internal stakeholders to develop programming expectations, grant templates, and procurement process needs to support the continued growth of prevention and early intervention programming.

Facilitate the development of collaboration within Networks, among Networks and outside of the Networks in the FRN program:

- Define, socialize and monitor adherence to the Grant Funding Guidelines for hub, spoke and resource bank service providers in the FRN program.
- Support the evolution of the FRN program and hub and spoke model based on feedback from agency representatives.
- Support the ministry understanding of prevention and early intervention programming by providing information and training internally and cross-ministry as needed.
- Represent a prevention and early intervention lens at the various levels of the FRN governance structure, including participation on task teams, working groups, and the Steering Committee.
- Develop, coordinate and facilitate opportunities for FRN agency engagement with the ministry and with one another.
- Promote FRN programming and supports with external stakeholders.
- Develop and support provincial Communities of Practice and/or alternative methods of agency engagement.
- Support the continued development of an internal, provincially used database for FRN agencies to input data, receive communications from the ministry, and network with one another.

Support the development of provincial prevention and early intervention work outside of the FRN Program.

- Liaise with Child Intervention, PEIY, Family Violence and other cross-ministry partners to provide support and guidance regarding prevention and early intervention programming, understanding of the continuum of services available to families, and support CFS staff to understand the impacts of trauma, the Core Story, resiliency, and the importance of Protective Factors for vulnerable infants, children, youth and families.
- Support understanding of prevention and early intervention supports and programming across Ministries and community stakeholders.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

This position is characterized by the depth of knowledge and expertise required to perform multiple and diverse functions in a collaborative environment.

This position requires extensive knowledge and understanding of prevention and early intervention services including subject matter and policy knowledge as well as innovation are required in designing and conducting analysis, developing project timelines, accepting and prioritizing assignments and identifying areas for further research/analysis.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

This position requires an understanding of child and youth development, prevention and early intervention services, child and youth programs and child intervention.

The position also requires strong leadership, teaching, training and coaching abilities along with the ability to research best practice and skills to evaluate the impact of services across the province.

This position requires direct work with contracted agencies, external community partners, regional staff, Child Intervention partners, PEIY and Family Violence staff and other CFS staff.

Many of the specific tasks for this position involve community engagement processes and require skilled facilitation.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

A related degree in social work, public health, social sciences, public administration, or related along with two years' related experience.

The EI/FRN Specialist requires an in depth understanding of the FRN Program and hub and spoke model and experience working in the PEI sector. Specific competencies and a demonstrated understanding of child and youth development is required in order to effectively collaborate and support evaluation, program development and implementation.

In addition, the following knowledge, experience and/or abilities are required:

- Understanding of project management principles, methodologies, processes and leading practices
- Strong computer skills, including ability to work efficiently and effectively with Microsoft Office products
- Thorough knowledge of *Well-Being and Resiliency: A Framework for Supporting Safe and Healthy Children and Families*
- Thorough knowledge of *Well-Being and Resiliency: Evaluation Framework*
- Comprehensive knowledge of the Family Resource Network Program
- Understanding of evidence-based and evidence-informed programming in prevention and early intervention
- Understanding of the importance of Indigenous world views in prevention and early intervention programming
- Strong facilitation skills
- Organizational/time management skills
- Ability to work autonomously
- Conflict resolution skills to work in complex and politically sensitive situations
- Strong written and verbal communications skills to respond to information requests, address or clarify policy issues, and present information to stakeholders and partners
- Understanding of social and emotional development of children and youth
- Awareness of existing resources and ability to promote development of needed resources with appropriate community agencies
- Strong skills in relationship building in community
- Understanding of trauma, resiliency, the Core Story, and Protective Factors
- Understanding of assessing community needs and responsive program development

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

Main contacts include and are not limited to:

- Prevention, Early Intervention and Youth Staff
- CFS Regional Staff
- Executive Directors, Board of Director and Managers of funded community agencies

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

- Departmental program consultants
- Management and staff of partnering ministries
- Community stakeholder groups
- Service users
- Grant and contract service providers

The purpose of communication will be varied and responsive to FRN Program, Network, agency, and community need.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

February 2026: Updated to reflect current division/branch names and alignment with language used in the Family Resource Network Grant Funding Guidelines.

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide [Page 16](#))

Incumbent

Name	Signature		

Manager

Name	Signature	Date	

Division Director/ADM

Name	Signature	Date	