



# Parkland Community Living and Supports Society

## **COMMUNITY PROGRAM COORDINATOR**

**Term Position ending June 30, 2027**, with the possibility of extension

Are you interested in working in a team-oriented environment supporting adults with disabilities through the coordination of community programming?

### **The Company:**

Parkland CLASS is a dynamic human services organization with 600+ employees. Based out of Red Deer, we provide supports to children and adults with developmental disabilities throughout Central Alberta, with additional supports in the areas of Special Needs and Mental Health services.

### **The Position:**

Our Red Deer office is looking to fill a key position within our Service Management Team. This challenging role requires someone who has strong administrative skills, strong problem-solving and communication skills, and is able to work effectively and collaboratively across multiple departments within the organization. The incumbent taking on this challenging role will be required to exercise sound judgement as well as interpret and apply agency Policies, Procedures and a Collective Agreement.

The Community Program Coordinator works as a team under the general direction of the Program Manager, and is in charge of managing and supervising the service delivery within our Community Bridging and RELAX Crew programs. Additionally, the incumbent will provide key administrative support to the program by analyzing and completing various administrative procedures. This includes but is not limited to:

- Oversee and support the day-to-day activities of approximately 38 individuals and their staff.
- Oversee and manage to operation of a Social Club with approximately 220 members.
- manage intake, transition planning, orientation and integration of individuals into the program.
- assist with the development and implementation of the ISP's for the individuals in service;
- provide leadership, oversight, training & support to employees within the community programs;
- assist with managing the overall administrative responsibilities of the community programs including scheduling, payroll, finances, accreditation files, and data collection.
- acts as a general resource to Community Bridger's, individuals in service, families, and outside agencies and individuals.

### **Hours of Work:**

Average hours will be 40 per week; primarily Monday–Friday 8:00am – 4:30pm. However, you must be able to work evenings and weekends as required to support individual activity programming, and be available for on call duties as required.

**Salary:** Bi-Weekly \$2294.40 - \$2410.40

Competitive wages, RRSP, and Group Benefit Plan.

### **The Requirements:**

- Completed post-secondary Diploma/Certificate in Human Services, Recreation Therapy, or related field (International Qualifications Assessment required if applicable).
- Minimum 2 years' experience in a coordinator or other senior supervisor position.
- Experience working in human services or health disciplines.
- Experience or knowledge of Indigenous cultures would be considered an asset.
- Ability to manage time effectively and complete tasks with a high degree of accuracy and efficiency, while dealing with competing priorities and frequent interruptions.
- High degree of proficiency in MS Office Suite, including Word, Excel, Outlook, PowerPoint and Publisher

**[www.parklandclass.org](http://www.parklandclass.org)**



## Parkland Community Living and Supports Society

- Experience in a SharePoint system would be an asset
- Acceptable Police Information Check & Child Intervention Check.
- Class 5 Driver's license, own vehicle, and willingness to transport individuals.
- Valid insurance and registration, and acceptable drivers abstract
- Some equivalency of experience and/or education may be accepted

### Why Apply?

- To join a group of welcoming, passionate, and results driven people
- Excellent learning environment with great opportunities

Please send a cover letter & resume quoting **Comp #8503BPCO** by **June 18, 2026** to:  
Fax: 403-986-2404 or E-mail: [hr@pclass.org](mailto:hr@pclass.org)

**We thank all applicants but only those selected for an interview will be contacted.**



# Parkland Community Living and Supports Society

## LICENSED PRACTICAL NURSE

### The Company:

**Parkland Community Living & Support Society (Parkland CLASS)** is a progressive human services organization focused on increasing the quality of life for children and adults with developmental disabilities through individual choice, dignity and rights since 1963. We provide a wide range of support to approximately 270 children and adults across Central Alberta and the Northwest Territories.

We are currently seeking experienced Licensed Practical Nurses to work within one of our residential homes providing direct front line care and support for adults with varying disabilities and medical conditions.

These positions will be trained in the proper use of PPE and will be required to provide direct support when necessary to individuals that are in isolation pending the results of a communicable disease or who have tested positive for a communicable disease.

### The Position(s):

Practicing preventative health care; teaching, monitoring and reporting on general health and wellness; record keeping, consulting in the development of Care Plans; and providing direct care to the individuals in alignment with their Care Plans. Superior assessment skills, past teaching experience, experience working with individuals with developmental disabilities, and the ability to coach and explain medical information and treatments to non-medical staff would be an asset. We are recruiting for 4 positions as follows:

- **Hours of work: Rotation Days**
  - Position 1: 3on 3off; 4on 4off 9am – 9pm
  - Position 2: 3on 4off; 4on 3off 9am – 9pm
  
- **Hours of work: Rotation Nights**
  - Position 1: 3on 3off; 4on 4off 9pm – 9am
  - Position 2: 3on 4off; 4on 3off 9pm – 9am
  
- **Hourly Wage:** \$30.75 - \$32.64

### The Requirements:

- Completed post-secondary program in practical nursing
- Registered to practice in Alberta.
- 2 years of directly related experience
- Acceptable Police Information Check & Child Intervention Record Check
- Class 5 driver's license and own vehicle (with valid insurance & registration)
- Acceptable Driver's Abstract

### Why Apply?

- ✓ Gain understanding of cultural, developmental and physical differences
- ✓ Join a group of welcoming, passionate, and results driven people
- ✓ Excellent learning environment, with great opportunities for hands on and online training

Please submit a cover letter & resume quoting competition #8468LPN to: Human Resources, Fax: 403-986-2404 or E-mail: [hr@pclass.org](mailto:hr@pclass.org)

**Competition will remain open until successful candidates found.**

**We thank all applicants but only those selected for an interview will be contacted.**

[www.parklandclass.org](http://www.parklandclass.org)

Parkland C.L.A.S.S.



# Parkland Community Living and Supports Society

## ADULT RESIDENTIAL SUPERVISOR

We have an excellent opportunity for an experienced Supervisor to oversee and participate in the overall program delivery for an individual with developmental disabilities living in the Red Deer community.

### The Company:

Parkland C.L.A.S.S. is a dynamic human services organization, focused on increasing the quality of life for children and adults with developmental disabilities through individual choice, dignity and rights since 1963.

### The Position:

This is a unique one-person service supporting an indigenous lady who is new to the Red Deer Community. Supports will be required to supervise and participate: in the wellness and daily care of one individual, in the development and implementation of personalized plans for the individual, in the development and implementation of behaviour management plans and strategies, in the completion of logs, reports, daily household chores, and routine housekeeping, develop a positive team atmosphere, train and supervise a team of approximately 14 employees, and budget management.

**Hours of Work:** 40 hours per week: Monday to Friday: 8am – 4pm

**Wage:** \$25.68 - \$27.46 per hour

**Benefits:** Voluntary RRSP matching up to 3% and Group Benefits (Medical, Dental, Life, AD&D, LTD & Critical Illness), Employee Assistance plan.

### The Requirements:

- Completed 2-year Post-Secondary Diploma in Human Services or related field (International Qualifications Assessment required, Diplomas acquired under 2 years not accepted)
- 3 years of experience in a related field
- A **minimum** of 1-year experience in a supervisory position
- Knowledge of indigenous culture would be considered an asset
- Ability to manage time effectively and complete tasks with a high degree of accuracy, while still attending to the needs of individuals.
- Willingness to support/ participate in community activities.
- Proficiency with ShareVision/ Sharepoint platform and Microsoft office would be an asset.
- Class 5 driver's license and own vehicle (with valid insurance & registration)
- Acceptable Driver's Abstract
- Acceptable Police Information Check & Child Intervention Check

Please forward cover letter and resume quoting competition #8442ARSU to: Parkland CLASS Attn: Human Resources, 4406 50 Avenue, Suite 303, Red Deer, Alberta T4N 3Z6  
Fax: 403-986-2404, E-mail: [hr@pclass.org](mailto:hr@pclass.org)

**We thank all applicants but only those selected for an interview will be contacted. Competition will remain open until the position is filled.**

**Internal applicants, please use Parkland CLASS internal process to apply.**

[www.parklandclass.org](http://www.parklandclass.org)

Parkland C.L.A.S.S.

# Parkland Community Living and Supports Society



## **ADULT RESIDENTIAL SUPERVISOR – LOA COVERAGE,** **term position ending August 24, 2027**

We have an excellent opportunity for an experienced Supervisor to oversee and participate in the overall program delivery for 3 individuals with developmental disabilities living in the Red Deer community.

### **The Company:**

Parkland C.L.A.S.S. is a dynamic human services organization, focused on increasing the quality of life for children and adults with developmental disabilities through individual choice, dignity and rights since 1963.

### **The Position:**

Supervise and participate: in the wellness and daily care of each individual, in the development and implementation of personalized plans for each individual, in the completion of logs, reports, daily household chores, and routine housekeeping. Develop a positive team atmosphere, train and supervise a team of approximately 14 employees, and budget management.

**Hours of Work:** 40 hours per week: Monday to Friday: **7am – 3pm**

**Wage:** \$25.68 - \$27.46 per hour

**Benefits:** Voluntary RRSP matching up to 3% and Group Benefits (Medical, Dental, Life, AD&D, LTD & Critical Illness), Employee Assistance plan.

### **The Requirements:**

- Completed 2-year Post-Secondary Diploma in Human Services or related field (International Qualifications Assessment required, Diplomas acquired under 2 years not accepted)
- 3 years of experience in a related field
- A **minimum** of 1-year experience in a supervisory position
- Experience following behavior programs and positive approaches to manage behaviors of concern, as well as Care Plans to meet medical needs.
- Ability to manage time effectively and complete tasks with a high degree of accuracy, while still attending to the needs of individuals.
- Proficiency with ShareVision/ Sharepoint platform and Microsoft office would be an asset.
- Class 5 driver's license and own vehicle (with valid insurance & registration)
- Acceptable Driver's Abstract
- Acceptable Police Information Check & Child Intervention Check

Please forward cover letter and resume quoting competition #8430ARSU to: Fax: 403-986-2404 or E-mail: [hr@pclass.org](mailto:hr@pclass.org)

**We thank all applicants but only those selected for an interview will be contacted.  
Competition will remain open until the position is filled.**

**Internal applicants, please use Parkland CLASS internal process to apply.**



## **Parkland Community Living and Supports Society**

### **RESIDENTIAL SERVICES – TEAM LEAD**

We have an excellent opportunity for an experienced Team Leader to oversee and participate in the service delivery for an independent adult male with developmental disability in the Red Deer community.

#### **The Company:**

Parkland C.L.A.S.S. is a dynamic human services organization, focused on increasing the quality of life for children and adults with developmental disabilities through individual choice, dignity and rights since 1963.

#### **The Position:**

Supporting an individual to achieve his personal development goals, promoting independence, participating in meal planning, grocery shopping, preparing meals, household chores, documentation and budget management. Additionally, you will develop a positive team atmosphere, train and supervise a team of approximately 13 employees and participate in budget management.

- 15 hrs per week, Monday, Wednesday, Friday 9am - 2pm
- Hourly wage: \$20.37 – \$22.19

#### **The Requirements:**

- Completed 2-year post-secondary diploma in Human Services field (International Qualifications Assessment required, Diplomas acquired under 2 years not accepted)
- 3 years of experience in a related field
- Knowledge of Indigenous culture would be considered an asset.
- Class 5 driver's license and own vehicle (with valid insurance & registration)
- Acceptable Driver's Abstract
- Acceptable Police Information Check & Child Intervention Record Check
- Self-initiated, organized, good interpersonal skills, and conflict resolution skills.
- Proficiency with ShareVision/ Sharepoint platform and Microsoft office would be an asset.
- Ability to manage time effectively and complete tasks with a high degree of accuracy, while still attending to the needs of individuals.

Please send a cover letter & resume quoting **Comp # 8409ARTL** to:  
Fax: 403-986-2404 or E-mail: [hr@pclass.org](mailto:hr@pclass.org)

**If you would like to gather more information regarding this position, please contact Glenda Jacques, Program Coordinator at 403-347-3333.**

**We thank all applicants but only those selected for an interview will be contacted.**



## **Parkland Community Living and Supports Society**

### **INDEPENDENT LIFESTYLES (ILS) – TEAM LEAD**

We have an excellent opportunity for an experienced Team Leader to oversee and participate in the service delivery for an independent adult male with developmental disability in the Red Deer community.

#### **The Company:**

Parkland C.L.A.S.S. is a dynamic human services organization, focused on increasing the quality of life for children and adults with developmental disabilities through individual choice, dignity and rights since 1963.

#### **The Position:**

Supporting an individual to achieve his personal development goals, promoting independence, participating in meal planning, grocery shopping, preparing meals, household chores, documentation and budget management. Additionally, you will develop a positive team atmosphere, train and supervise a team of approximately 5 employees and participate in budget management.

- 15 hrs per week, Monday, Wednesday, Friday 2pm – 7pm
- Hourly wage: \$20.37 – \$22.19

#### **The Requirements:**

- Completed 2-year post-secondary diploma in Human Services field (International Qualifications Assessment required, Diplomas acquired under 2 years not accepted)
- 3 years of experience in a related field
- Knowledge of Indigenous culture would be considered an asset.
- Class 5 driver's license and own vehicle (with valid insurance & registration)
- Acceptable Driver's Abstract
- Acceptable Police Information Check & Child Intervention Record Check
- Self-initiated, organized, good interpersonal skills, and conflict resolution skills.
- Proficiency with ShareVision/ Sharepoint platform and Microsoft office would be an asset.
- Ability to manage time effectively and complete tasks with a high degree of accuracy, while still attending to the needs of individuals.

Please send a cover letter & resume quoting **Comp # 8408TLLB** to:

Fax: 403-986-2404 or E-mail: [hr@pclass.org](mailto:hr@pclass.org)

**If you would like to gather more information regarding this position, please contact Glenda Jacques, Program Coordinator at 403-347-3333.**

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## **Parkland Community Living and Supports Society**

### **INDEPENDENT LIFESTYLES (ILS) – TEAM LEAD**

We have an excellent opportunity for an experienced Team Leader to oversee and participate in the service delivery for an independent adult male with developmental disability in the Red Deer community.

#### **The Company:**

Parkland C.L.A.S.S. is a dynamic human services organization, focused on increasing the quality of life for children and adults with developmental disabilities through individual choice, dignity and rights since 1963.

#### **The Position:**

Supporting an individual to achieve his personal development goals, promoting independence, participating in meal planning, grocery shopping, preparing meals, household chores, documentation and budget management.

- 15 hrs per week, Monday, Wednesday, Friday 11am-4pm
- Hourly wage: \$20.37 – \$22.19

#### **The Requirements:**

- Completed 2-year post-secondary diploma in Human Services field (International Qualifications Assessment required, Diplomas acquired under 2 years not accepted)
- 3 years of experience in a related field
- Knowledge of Indigenous culture would be considered an asset.
- Class 5 driver's license and own vehicle (with valid insurance & registration)
- Acceptable Driver's Abstract
- Acceptable Police Information Check & Child Intervention Record Check
- Self-initiated, organized, good interpersonal skills, and conflict resolution skills.
- Proficiency with ShareVision/ Sharepoint platform and Microsoft office would be an asset.
- Ability to manage time effectively and complete tasks with a high degree of accuracy, while still attending to the needs of individuals.

Please send a cover letter & resume quoting **Comp # 8407TLKR** to:  
Fax: 403-986-2404 or E-mail: [hr@pclass.org](mailto:hr@pclass.org)

**If you would like to gather more information regarding this position, please contact Nicole Schultz, Program Coordinator at 403-347-3333.**

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# Parkland Community Living and Supports Society



## **INDEPENDENT LIFESTYLES (ILS) – TEAM LEAD**

Supervising, promoting & supporting positive growth.

Would you like to work with an independent female adult with developmental disabilities living in a private residence in Red Deer?

### **The Company:**

Parkland C.L.A.S.S. is a family based organization, focused on increasing the quality of life for children and adults with developmental disabilities through individual choice, dignity and rights since 1963. We support over 400 Individuals in Central Alberta.

### **The Position:**

Supporting an individual to achieve her personal development goals, promoting independence, participating in meal planning, grocery shopping, preparing meals, household chores, documentation and budget management.

- 13 hours per week: **Monday, Tuesday, Wednesday, Friday: 4-7:15pm.** Hours may change depending on individuals work schedule.
- Hourly wage: \$20.37 - \$22.19

### **The Requirements:**

- Completed 2-year post-secondary diploma in Human Services field (International Qualifications Assessment required, Diplomas acquired under 2 years not accepted)
- 1 year of experience in a related field
- Class 5 driver's license and own vehicle (with valid insurance & registration)
- Acceptable Driver's Abstract
- Acceptable Police Information Check & Child Intervention Record Check
- Self-initiated, organized, good interpersonal skills, conflict resolution skills and de-escalation skills

### **Why Apply?**

- To make a positive impact in an individual's quality of life.
- To join a group of welcoming, passionate, and results driven people
- Extensive training provided at no cost
- Competitive RRSP & Benefit Plans
- Excellent learning environment with great opportunities

Please send a cover letter & resume quoting **Comp # 8216TLLH** to:  
Fax: 403-986-2404 or E-mail: [hr@pclass.org](mailto:hr@pclass.org)

**If you would like to gather more information regarding this position, please contact Nicole Schultz, Program Coordinator at 403-347-3333.**

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