



Calgary and Area Regional Collaborative Service Delivery Position Description - Parent Representative

Background Information

Calgary and Area Regional Collaborative Service Delivery (RCSD) is a cross-sector partnership of school jurisdictions, Children's Services, Community and Social Services and Alberta Health Services focused on providing a continuum of supports and services to children, youth and families within Calgary and the surrounding area. Calgary and Area RCSD works within and across systems to develop and provide the right services, at the right time and place and with the right intensity to improve child/youth success in learning and their overall well-being.

Position Overview

The role of Parent Representatives on the Calgary and Area Regional Collaborative Service Delivery (RCSD) Regional Leadership Team is to provide parent and family perspective in the ongoing work and evolution of the collaborative. In this capacity Parent Representatives share leadership and responsibility for the decisions that shape the future of services for children and youth in Calgary and - surrounding area.

As with other Regional Leadership Team members, Parent Representatives are responsible for attending briefing and Regional Leadership Team meetings, active engagement during meetings, and completing tasks as mutually agreed within the Leadership Team. Parent Representatives are asked to draw on their own experiences in a broad way to inform decisions, recognizing that Calgary and Area is charged with meeting the diverse needs of children, youth and families.

Parent Representatives, as members of the Regional Leadership Team, are invited and encouraged to participate in any Calgary and Area RCSD Committee work that would complement their personal skill set and interests. Parent Representatives are eligible for a small honorarium for their attendance and participation in Regional Leadership team meetings. Honoraria is not provided for committee work.

Commitment

- Attend bi-monthly Leadership meetings each year (4 to 5 between September and June)
- Attend annual Joint Development day (early May)
- Join briefing teleconferences prior and debriefings following each Leadership meeting
- Meet with other Calgary and Area RCSD Parent Representatives as needed
- Optional committee / working group participation is encouraged where interests fit.

Knowledge, Skills and Abilities

- Experience providing a parent perspective/voice
- Leadership, decision making and service planning experience
- See beyond their own experience
- Respect different opinions and values, remain open to new ideas, and manage confidentiality appropriately

Orientation/Ongoing Support

- New Parent Representatives will be provided with an overview to Calgary and Area RCSD, the work of the Leadership Team, an orientation manual and the ongoing support for informed

participation by the Administrative Coordinator, the Secretariat, and other Parent Representatives.

Length of Term

- A minimum two-year commitment is requested.
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Application Process

If you are interested in applying for the Parent Representative Role, please send a letter of interest to the Administrative Coordinator at liz.mackay@cssd.ab.ca

Please ensure that your letter includes:

- Your full name
- Your contact information including preferred phone number, email address and best times to reach you
- Your background or interest in supporting children and youth in need of supports and services
- A summary of any experience you have providing a parent perspective or sitting on a formal committee
- Any other relevant information

Please keep your letter to one page. Be prepared to share a reference if selected for an interview.

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