



AVM Morfee Centre | PO Box / C.P. 582 | Greenwood, NS (N.-É.) | B0P 1N0
Telephone / Téléphone : (902) 765-5611 | Fax / Télécopieur : (902) 765-1747
Email/Courriel : home@greenwoodmfrfc.ca | Web site/Site Web : www.cfmws.ca

Position Title: Family Navigator
Location: Greenwood, Nova Scotia
Type: Full-time; One-year Term
Reports to: Programs Manager
Salary: \$45,000 - \$60,000
Start date: ASAP
Working conditions: 37.5 hours / week

THE OPPORTUNITY

Are you passionate about making a meaningful impact and energized by connecting with others? Do you thrive in dynamic environments where your enthusiastic nature and problem-solving skills can shine? As a Family Navigator, you will be at the heart of our mission, providing personalized support to military and veteran families as they navigate the ups and downs of military life. Whether it is helping families settle into a new community, supporting them through transitions, or guiding them through the challenges of absence, you will be the friendly face they can rely on. This role is ideal for someone who loves building relationships, is driven by a sense of purpose, and is ready to make a meaningful difference in the lives of military families.

ABOUT THE ORGANIZATION

Across Canada, there are 32 Military Family Resource Centres (MFRCs) that were established to meet the unique needs of military families and provide them with the support they require. The Greenwood MFRC (GMRFC) delivers a broad range of programs and services including mental health support, childcare, and educational and social programming for adult, youth, and children.

KEY RESPONSIBILITIES

- Design and deliver engaging workshops, briefings, and peer support programs that empower and inspire military and veteran families.
- Use the latest research and best practices to create impactful services and collaborate with volunteers to enhance their effectiveness and reach.
- Provide front-line support by responding to inquiries, addressing community concerns, and ensuring families receive timely assistance.
- Build and nurture a strong network of community contacts and partnerships while driving education and advocacy to raise awareness about the military lifestyle. Enhance support for military families by ensuring they have access to the resources and services they need through effective community engagement.

- Apply a lens of Diversity, Equity, and Inclusion in the execution of responsibilities.
- Perform other related duties as required.

REQUIRED EXPERIENCE/QUALIFICATIONS

- Bachelor's degree in social services, mental health, human services, or a related field, AND three years of experience in direct community service delivery.
 - OR College diploma in social services, mental health, human services, or a related field, AND three years of experience in direct community service delivery.
 - OR a demonstrated equivalent combination of education, training, and/or experience, including military education, training, and experience.
- Extensive experience working with children, youth, parents, and families.
- Exceptional interpersonal skills with demonstrated commitment to teamwork and collaboration.
- Flexible and adaptable, ready to meet the changing needs of the Centre and its community.
- High degree of initiative and creativity, with the capacity to work independently and propose innovative solutions.
- Strong organizational and project management skills, with the ability to meet tight deadlines.
- Proficient in Microsoft Office suite and familiar with digital communication tools.
- Excellent written and verbal communication skills.
- Willing to work flexible hours and perform other duties as assigned.
- Experience in the non-profit sector is preferred.
- Proficiency in English is required, and French is an asset.

The following checks must be obtained: a criminal record check, an enhanced reliability security clearance, and a vulnerable sector screening (current within 6 months).

APPLICATION INSTRUCTIONS

Please submit cover letter and resume to the attention of: Megan Rubin, Executive Assistant, GMFRC at Megan.Rubin@forces.gc.ca no later than 4 p.m. on August 23, 2024.