

PMFRC Employment Opportunity

Family Liaison Officer

Department	Mental Health Team
Location	Petawawa Military Family Resource Centre (PMFRC) (Petawawa Ontario is in Eastern Ontario, 170 kilometers northwest of Ottawa)
Position Type	1 Vacant Position - Indefinite Full-time Contract to start: August 2026 - Health Benefits: life insurance, disability insurance and accidental death and dismemberment coverage. - RRSP – 2% matching RRSP after one (1) year of employment - Work/Life Balance – Paid Leave (vacation, family related, and sick leave).
Work Schedule	37.5 hours per week Monday – Friday 8:00 – 4:00 (Occasional Evenings will be required)
Salary	\$32.52 - CA\$41.63 per hour
Immediate Supervisor	Clinical Manager
Language Requirement	English Mandatory; French a Strong Asset
Screening Requirement	Criminal Record, Vulnerable Sector Screening, and Reliability Screening

Who We Are

The Petawawa Military Family Resource Centre (PMFRC) is a non-profit organization with the responsibility of addressing the needs of military families. We provide programs and services that support, engage, and advocate for military members and their families, addressing the unique challenges of military life. The PMFRC envisions a community of strong, capable, resilient Canadian Armed Forces families.

For more information on who we are, please visit us at [https://cfmws.ca/petawawa/petawawa-military-family-resource-centre-\(pmfrc\)](https://cfmws.ca/petawawa/petawawa-military-family-resource-centre-(pmfrc)).

The Role(s)

The Family Liaison Officer conducts sessions and/or offers short-term support to individuals and families in crisis across multiple areas. They provide grief counselling to families experiencing loss and participate in Assisting Officer (AO) training and deliver AO services to families, as required. They attend and participate in staff and case management meetings held by the local Transition Centre and support professional multidisciplinary teams, as required. This includes attending and participating in the Family Crisis Team (FCT) and Helping Professionals Steering Committees.

You will act as an advocate on behalf of Canadian Armed Forces (CAF) families coping with illness, injury, loss, special needs, and/or systemic issues. In addition, you will provide family case management and resource coordination to support and meet family needs. This position is employed by the PMFRC and supervised by the PMFRC Clinical Manager; however, it is physically located in an **office at the Garrison Petawawa Transition Centre**.

Qualifications and Experience Requirements

- Bachelor's or Master's degree in Social Work, Counselling, Psychotherapy, Psychology, or a related field, AND
 - Several years of experience providing direct services in social work, counselling, or a related field, AND
- Certification / Licenses

Required

- Registration and good standing with a local regulatory body (OCSWSSW or the College of Registered Psychotherapists of Ontario).

Asset

The following certifications and licences will be considered an asset:

- CPR and First Aid
- Mental Health First Aid
- Suicide Intervention
- Crisis Intervention

Experience Requirements

- In crisis intervention and risk management.
- In emergency response to critical incidents.
- In data entry, record-keeping, and retrieval techniques.
- In using one or more recognized evidence-based approaches for psychosocial services, as outlined in the MFSP Mental Health Services Framework.
- In networking with community resources.
- In working with a multidisciplinary team.
- In psychosocial counselling using evidence-based treatment approaches.
- In client assessment and case management.

Conditions of Employment

- Adhere to all PMFRC policies and procedures, including those related to privacy, code of conduct, and confidentiality
- Participate in and assist with special events as required
- Provide proof of any applicable registration with the respective regulatory body, where applicable
- Ability to provide a clear Criminal Record Check, obtain an Enhanced Reliability Security Clearance, and provide a Vulnerable Sector Screening (current within six months)
- Hold a valid driver's licence with access to a reliable vehicle for work-related travel, including appropriate driver's insurance
- Ability to travel within the County of Renfrew
- Demonstrated understanding of Canadian Armed Forces communities, systems, and policies to effectively support families in accessing appropriate services and resources

Posting Date: 10 July 2026

Closing Date: 31 July 2026

Potential Start Date: August 2026

If you wish to become a member of our team, **please submit both a cover letter and resume in a Word or PDF format.** Please include your daytime contact number and email address. Should you require accommodation during the selection process, please let the HR Generalist know.

For more information contact:

Administrative Assistant - HR

10-16 Regalbuto Ave, Petawawa ON K8H 1L3

HR-Recruitment@PetawawaMFRC.com

PMFRC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Job advertisements for positions that have been designated bilingual will be provided in both English and French. Positions that are not designated bilingual are not translated and are displayed in English only.

The information provided from this competition and the results from this competition may be used to fill other similar positions as a result of internal transitions, or other similar permanent or temporary short-term contracts. Your information and the results from this competition will be retained for the purpose of filling vacancies in accordance with the PMFRC Privacy Policy.

