



PMFRC Employment Opportunity

Military Family Navigator

Department	Programs Team
Location	Petawawa Military Family Resource Centre (PMFRC) <i>(Petawawa Ontario is in Eastern Ontario, 170 kilometers northwest of Ottawa)</i>
Position Type	Term Contract <ul style="list-style-type: none">▪ Full Time
Work Schedule	37.5 hours per week Monday – Friday 8:00 – 4:00 (Occasional Evenings and weekends will be required)
Salary	\$25.00-\$28.00/hr
Immediate Supervisor	Programs Manager
Language Requirement	English Mandatory; French a Strong Asset
Screening Requirement	Enhanced Reliability, Criminal Record, Vulnerable Sector, IS Security Procurement

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 serve, involve, and advocate for our military community, its members and families, and address the unique military lifestyle challenges, resulting in an enhanced quality of 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 [PMFRC Website](#).

The Role(s)

Under the direction of the Programs Manager, the Military Family Navigator seeks to establish a support network and develop pathways to service for military and veteran families throughout the Garrison Petawawa area. The Military Family Navigator will be knowledgeable of and build relationships with both military and civilian social service organizations. They will collaborate with a multi-disciplinary team to provide support, coaching and case management support for military families while they navigate the challenges and transitions associated with the military lifestyle.

Education / Qualifications

Bachelor's degree in Social Services, Mental Health, Human Services, or a related field, AND some years of experience in direct community service delivery.

OR

College Diploma in Social Services, Mental Health, Human Services, or a related field, AND several years of experience in direct community service delivery.

OR

A demonstrated equivalent combination of education, training and/or experience. This includes, but is not limited to, demonstrated military education, training, and experience.

Certification / Licenses

An Asset:

- CPR & First Aid
- Mental Health First Aid
- Life Coach Certification

Knowledge Requirements

- Of community development principles
- Of adult learning principles
- Of family resource programs (local and national)
- Of information and referral services principles and practices
- Of determinants of health and well-being
- Of program planning
- Of the CAF community and lifestyle

Experience Requirements

- In working with a cross-section of the community
- In conducting client needs assessments and life coaching
- In developing and delivering information sessions
- In establishing, sustaining, and fostering a network of community contacts and partnerships
- In organizing, implementing, and evaluating programs
- In developing and facilitating self-help and support groups
- In providing emotional support
- In client case management

Conditions of Employment

- Adhere to all PMFRC policies and procedures including policies regarding privacy code and confidentiality.
- Participate/ assist with all special events when required.
- Provide proof of any applicable registration with the respective regulatory body if applicable.
- Ability to provide a clear criminal record check, obtain an enhanced reliability security clearance, and vulnerable sector screening (current within 6 months).
- Valid Driver's license with access to a reliable vehicle for work related travel and requisite driver's insurance.
- Travel within the County of Renfrew.
- Thorough understanding of Canadian Armed Forces communities, systems, and policies to effectively assist families in accessing appropriate services and supports.

Posting Date: 4 July 2024 Potential

Closing Date: 18 July 2024

Start Date: August 2024

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 Admin Assistant know.

For more information contact:

HR Admin Assistant

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, including 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.