



MAINLAND BC
Military Family Resource Centre

Job Posting: Veteran & Family Wellness Coordinator

Job Information

Title: Veteran & Family Wellness Coordinator

Job Type: Part-Time

Expected Hours: Starting at 21 hours per week (0.60 FTE)

Schedule: Typically, Mon - Fri, 9:00 AM - 4:30 PM, three days per week (specific days to be determined in consultation with successful candidate). Occasional evening or weekend availability may be required for workshops or events.

Pay:

- \$37.00 per hour to start
- \$38.50 per hour following successful completion of a three-month probationary period

Anticipated Start Date: Mar 23, 2026

Reports to: Executive Director, Mainland BC MFRC

Work Location

Major General B.M. Hoffmeister Building

1755 West 1st Avenue, Suite 142

Vancouver, BC V6J 0G7

About the Mainland BC MFRC

The Mainland BC Military Family Resource Centre (MFRC) is a non-profit, community-based organization dedicated to supporting Canadian Armed Forces (CAF) members, Veterans, and their families across Mainland British Columbia. The Mainland BC MFRC delivers programs and services that strengthen family resilience, promote well-being, and support families through all stages of the military and Veteran life cycle.

Working in close partnership national Veteran Family Program (VFP) partners, the MFRC ensures that medically releasing and released Veterans and their families receive coordinated, responsive, and consistent support throughout transition and post-release.

Position Overview

The Veteran & Family Wellness Coordinator is a non-clinical role that integrates Veteran Family Program (VFP) Coordination and Wellness Support Programming. This position does not provide clinical counselling or psychotherapy. Families requiring clinical intervention are referred to appropriate internal or external clinical professionals.

Key Responsibilities

Veteran Family Program Coordination

- Coordinate eligibility verification, registration, structured needs identification for medically releasing and released Veterans and their families.
- Provide information and navigational support related to VAC benefits, CAF transition services, and community resources.
- Monitor service flow, emerging needs, and client access trends.
- Coordinate bi-annual virtual and in-person Mental Health First Aid training.

Family Wellness Coordination (Prevention & Non-Clinical Therapeutic Support)

- Provide structured, non-clinical therapeutic support focused on emotional regulation, coping skills, wellness planning, and family resilience.
- Design and co-facilitate wellness groups and prevention-based programming.
- Support community engagement initiatives and contribute to integrated service planning across MFRC programs.

Collaboration & Accountability

- Work collaboratively with the FLO, VFP Navigator, and interdisciplinary partners to ensure coordinated service delivery and clear role boundaries.
- Facilitate escalation and warm hand-offs for families requiring clinical or specialized intervention.
- Maintain documentation in CRM, obtain informed consent, contribute to reporting and evaluation requirements, and participate in audits.
- Participate in professional development and team initiatives as required

Qualifications

Required

- Bachelor's degree required in social work, human services, or a related discipline
- Minimum two (2) years of experience working with Veterans, military families, or within complex service systems
- Valid Class 5 driver's licence and access to reliable transportation are required
- Demonstrated experience in navigation, intake or community-based program delivery
- Strong organizational and documentation skills
- Ability to work independently and collaboratively within a multidisciplinary environment
- Strong interpersonal and communication skills

Assets

- Knowledge of VAC programs and military systems
- Experience facilitating workshops or wellness groups
- Mental Health First Aid certification
- Bilingualism (English/French)

What We Offer

- Health and dental coverage available for full-time employees
- Access to Employee and Family Assistance Program
- Three (3) weeks paid vacation annually (pro-rated based on FTE)
- Flexible scheduling that supports work-life balance

Screening & Security Requirements

The successful candidate must complete and pass a Criminal Record Check for Working with Vulnerable Adults and Children through the BC CRRP. This position also requires the ability to obtain and maintain an Enhanced Reliability Clearance.

Disclaimer

This job posting describes the general nature and level of work performed. It is not intended to be an exhaustive list of all duties and responsibilities. This position may evolve in response to funder requirements, community needs, and organizational priorities.

Equity, Diversity & Inclusion

Mainland BC MFRC is committed to fostering an inclusive, respectful, and equitable workplace. We encourage applications from individuals of all backgrounds, lived experiences, and identities, and we value the diverse perspectives they bring to supporting military families.

How to Apply

Please submit your resume and cover letter to:

 Employment@bcmfrc.com

Attention: Lina Thompson, Executive Director

Mainland BC Military Family Resource Centre

Application Deadline: March 13, 2026

Only those candidates selected for an interview will be contacted.

This job posting is available in French upon request.