

Housing and Health Care Assistance Full-Time (2 Year Term) Job Posting

The Halifax & Region Military Family Resource Centre (H&R MFRC) is a registered provincial charity governed by a board of directors. We provide programs and services to meet the needs of our military family community, assisting them as they navigate challenges of military life, such as relocation and frequent separations related to deployment or training.

H&R MFRC has a new job opportunity for a 2-year term full-time position supporting relocating military families to source affordable housing options, and to expedite learning the ways to access NS health care and will provide exceptional customer service, including sharing information resources to support military and veteran families.

The candidate must be outgoing to develop partnerships with housing and rentals networks and NS Health. We are looking for an organized, active listener who likes research and connecting resources for creative solutions. The candidate must have empathy, patience and a sense of perseverance to meet the unique needs of each family circumstance to support them to achieve successful relocating in community integration.

We are seeking a friendly and outgoing candidate who is confident in engaging with families as a first point of contact, from both Shearwater and Windsor Park locations. Must have the ability to work independently and collaboratively. Candidates must be a self-starter who can build and implement a new service.

The successful applicant will be able to demonstrate the following:

- Compassion and empathy as a front-line customer service provider
- Superior customer service, interpersonal and communication skills (verbal and written); provide services in person, via email and phone
- Superior administration, organizational and data entry skills
- Conflict resolution skills; ability to de-escalate situations
- Self-directed to meet work outcomes
- Ability to collaborate, be flexible and responsive to a changing work environment with multiple departments
- Knowledge of and practical application skills to use technology; Microsoft systems
- Knowledge of community agencies and resources
- Knowledge of military life and the Canadian Armed Forces

Responsibilities

- Independently research opportunities and gaps in housing and health care access.

- Use a strength-based approach to assist families and provide tailored information, support and referrals.
- Administration skills, including excellent verbal and written communication skills, organization, data collection and problem solving.
- Comfort in public speaking to engage with CAF family community, i.e. information sessions and briefings.
- Ongoing communication and family engagement to solicit feedback about needs to inform your practice and service delivery.
- Proficient in Microsoft Platforms

Conditions of Employment

- The ability to work in a fast-paced, ever-changing environment that is responsive to families.
- Willingness to work weekends and/or evenings.
- Child Abuse Registry, Criminal Records Check & Vulnerable Sector Check are required.

Education and Experience

- Post-secondary degree/diploma in Administration, Human or Social Services (or a related field) or equivalent work experience.
- Experience in development, research and implementation of services.
- Minimum of two (2) years of experience working within a community-based organization, or social service agency.
- Experience collaborating with community partners in developing and accessing supports and resources for clients.
- Knowledge of the unique experience of military family life is an asset.
- Preference may be given to candidates with second language skills (French).

Position: Full-Time , 2-year Term

Hours: 35 hours per week

Anticipated Start Date: May 2026

Salary: \$44,000

Benefits: Employer paid health and dental plan, paid vacation and sick time, RRSP matching plan, and professional development allowance.

Please forward a detailed resume by **date:** employment@hrmfrc.ca

Note: We appreciate and thank you for your interest in working with our team at the Halifax & Region Military Family Resource Centre. Only candidates selected for an interview will be contacted.