



The Central Saskatchewan Military Family Resource Center (CSMFRC) is hiring a Family Navigator. The CSMFRC is located at 17 Wing Detachment Dundurn, where our center provides supports to Canadian Armed Forces members and their families as they navigate the challenges of the military journey & lifestyle.

Program Coordinator/Family Navigator:

Position Type: Full Time Term Contract – September 2024 through March 2025: 37.5 hours per week, Monday to Friday 8:00 to 4:30pm. Occasional evening and weekend work requirements compensated with banked time earnings and/or flexible schedule.

Language Requirement: English Mandatory; French a Strong Asset Screening

Requirements: Clear Criminal Record with Vulnerable Sector Screening, Enhanced Reliability Screening and IS Security Procurement, Valid Drivers License, reliable vehicle or transportation to Detachment Dundurn.

Job Summary:

- Navigate families with intricate needs, in collaboration with the CAF, to community agencies and partners to ensure they receive the required information, assistance, supports and referrals.
- Design and execute high-impact programs and services that meet the needs of a variety of military and veteran families.
- Research and maintain local community resources, services and program details.
- Educate local community organizations on CAF military family lifestyle.
- Develop relationships with a variety of stakeholders to connect families with appropriate referrals.
- Develop partnerships with community agencies for continuum of care of families to enhance services and supports, address service gaps and avoid duplication.
- Foster a positive working relationship with CAF and community agencies to increase understanding of military and veteran family support.
- Facilitate and deliver a variety of outreach and briefings.
- Support self-help group development through facilitation, presentations and information sharing, engaging clinical support, as required.
- Apply a lens of Diversity, Equity, and Inclusion in the execution of responsibilities.
- Deliver services in a variety of methods, that best meets the needs of families.
- Utilize evaluations to ensure programs and activities meet goals and objectives

Education/Qualifications:

Bachelor's degree in Social Service, Mental Health, Social Work, or a related field, or College diploma in Social Services, Mental Health, Human Services, or a related field, or Several years of experience in direct community service delivery.

Certifications/Licenses:

The following certifications/licenses will be considered an asset: CPR & First Aid, Mental Health First Aid, Suicide Intervention, Crisis Intervention, and Life Coach Certification.

Knowledge Requirements:

- Community development principles
- Adult learning principles
- Community services, programs and organizations
- Information and referral services principles and practices
- Determinants of health and well-being
- Social marketing and public relations principles
- Program planning

Experience Requirements:

- Developing and delivering programs and services
- Establishing, sustaining and fostering a network of community contacts and partnerships.
- Preparing and implementing multi-media social marketing campaigns
- Data entry, record-keeping and retrieval techniques
- Applying policies, procedures and regulations
- Client case management
- Budget administration

Salary Ranges: 55,000 to 60,000 annual salary.

Benefits: Employer paid benefits for employee (single coverage). Including Extended Health, STD & LTD Disability, Life, AD&D and Dental. Employee can choose family coverage portion at their cost. Hybrid work model for some work at home allowances upon successful probationary period.

Posting Date: 15 July 2024 **Closing Date:** 15 August 2024

Potential Start Date: 03 September 2024

Submit Resume to:

Kendra Bessey -Executive Director

Kendra.bessey@forces.gc.ca

3064915943

<https://cfmws.ca/Central-Saskatchewan>