



Nova Village NS

Employment Opportunity: Family Program Specialist (Full Time)

NVNS is committed to being a workforce that is free of discrimination and values diversity. Our priority groups are Aboriginal People, African Nova Scotians, persons with disabilities, recent Immigrants, and persons of varied sexual and gender identities. Members of these groups are encouraged to apply and self-identify in their cover letter.

About Nova Village

Nova Village NS (NVNS) is a family hub and impact organization that started in 1986. The mission of NVNS is to provide programs and support that enrich lives and foster well-being. Our vision is to create a thriving community of belonging and opportunity. Our employees are a dedicated team, passionate about making our community stronger and ensuring all families have a place to turn to when they need support. The team is guided by shared values of equity, compassion, adaptability, and collaboration.

About the Role

The **Family Program Specialist** plays a key role in delivering, coordinating, and promoting parenting and family education programs through both group and one-on-one formats. This position is responsible for program facilitation, community outreach, administrative support, program evaluation, and maintaining a strong understanding of the **Nova Scotia Children and Family Services Act** and the role of the Office of Child and Family Wellbeing Services.

As the lead facilitator and ambassador for **Thriving Families Nova Scotia (TFNS) Program**, you will build relationships with community organizations, service providers, and families. You will deliver an engaging group learning opportunity that supports family wellbeing, duty to report information, knowledge of the relevant family safety legislation in NS and positive parenting practices. TFNS is designed to support families who are new to Nova Scotia, first-time parents, and parents or caregivers seeking to refresh and strengthen their parenting knowledge and skills.

6 Titus St, Halifax, NS B3N 2Y7 info@novavillagens.com 902-443-9569 ext 0

Reporting to the **Program & Operations Lead** and the **Executive Director**, the Family Program Specialist is responsible for coordinating and delivering the Thriving Families Nova Scotia program (group program), the Family Support Services program (one-on-one support program), and other parenting and family support initiatives as required. This role requires a collaborative, community-focused professional who is passionate about empowering families and creating meaningful connections through education and support.

Why work for Nova Village:

Nova Village recognizes and values the complexities and skills required in providing support to families through all phases of parenthood. We are committed to fostering an organizational culture that actively encourages healthy work life balance and invests in the support and growth of staff. This includes:

- 10 days paid vacation days your first year, plus closure during the winter HRCE break
- 12 annual PTO days
- One day a week remote
- Employer matching (up to 7%) RRSP
- Health and Dental benefits
- Employer paid professional development
- On site staff parking

Responsibilities

Program Delivery & Group Facilitation

- Facilitate evidence-informed parenting and family education programs for parents, caregivers, and families in both group and community settings.
- Promote and deliver programs to community organizations in accordance with provincial guidelines.
- Collaborate with the Program & Operations Lead to identify and communicate program resource needs to ensure effective delivery.
- Foster inclusive, engaging, and supportive learning environments that encourage discussion, participation, and knowledge sharing.
- Respond to participant questions and provide clarification on program content.
- Work with TFNS co-facilitator and support role as needed
- Ensure all program delivery aligns with the mission, vision, and values of Nova Vita Society and reflects a culturally responsive and trauma-informed approach.

- Coordinate and participate in advisory committee meetings as required.
- Explore and support opportunities to expand programming through virtual and individualized learning options.

Family Support & Individual Program Facilitation

- Provide one-on-one parenting education and family support services tailored to individual family needs and goals.
- Build trusting relationships that encourage engagement, learning, and positive outcomes.
- Assist families with resource navigation, advocacy, referrals, and connections to community supports through in-person, virtual, and telephone services.
- Provide crisis intervention and short-term support when required.
- Develop and maintain individualized support plans and case management documentation based on family goals.

Temporary Supervisory Responsibilities (Until August 2027)

- Provide interim supervision for the Parenting Journey Program staff during the Program Supervisor's parental leave.
- Complete required supervision and casework documentation.
- Monitor staff visit check-ins and provide regular guidance and support to Parenting Journey staff.
- Participate in meetings with community partners, including the Community Care Network (CCN), as required.

Administration & Program Coordination

- Perform day-to-day administrative duties, including email correspondence, scheduling, telephone support, and preparation of program materials.
- Assist with program budgeting and monitor expenditures.
- Maintain accurate participant records, case notes, statistical data, and program documentation.
- Complete intake assessments, scheduling, bookings, case management, and required reports.
- Conduct program evaluations and contribute to continuous quality improvement initiatives.
- Develop and maintain efficient office procedures and administrative systems.
- Protect participant privacy and confidentiality in accordance with organizational policies and applicable legislation.

- Support community outreach initiatives, program promotion, and public awareness activities.
- Participate in staff meetings, professional development, and ongoing training opportunities.

Working Conditions

- **Hours: 32.5 paid hours/week** (36 working hours)
 - 12 pm - 7 pm Mondays and Wednesdays
 - 9 am - 4:30 pm Tuesdays and Thursdays
 - 9 am - 4pm on Fridays
- **Location:** This position requires daily reporting to Nova Village, 6 Titus Street, Halifax, NS (option to work remote on Thursdays)
- **Compensation :** \$34.91/ hour (**\$59,000.00 annual**) with eligibility for benefits and RRSP
- **Term :** One year/possible extension

*Possible weekend programs may be required, work week will be adjusted accordingly.

Reports To: Executive Director/Operations and Program Lead

What You'll Bring

We're looking for someone who is compassionate, collaborative, and committed to supporting families through a strengths-based, holistic and trauma-informed approach. The ideal candidate is an excellent relationship builder who thrives in a dynamic environment, exercises sound judgment, and is passionate about helping families reach their full potential.

Qualifications

Education

- Diploma/certificate or degree in **Social Work, Counselling, Early Childhood Education, Family Studies, Psychology, Social Sciences, Social Services, Human Services**, or a related field from an accredited college or university.
- An equivalent combination of education and relevant experience may be considered.

Preferred Qualifications

The following certifications and training are considered strong assets:

- Mental Health First Aid
- ASIST (Applied Suicide Intervention Skills Training)
- Cultural Safety and/or Cultural Sensitivity Training
- Nonviolent Crisis Intervention (NVC)
- Trauma-Informed Practice
- Solution-Focused Practice
- Introduction to Counselling and Motivational Interviewing
- Facilitation training in **Nobody's Perfect, The Incredible Years, Handle with Care**, or other evidence-informed parenting programs

Experience

- Minimum of two (2) years' experience working with children, youth, and families in a community, social service, or family support setting.
- Experience facilitating parenting, family education, or other group-based programs.
- Experience providing one-on-one family support, case management, advocacy, and resource navigation.
- Experience working with individuals and families experiencing complex needs, crises, or barriers to accessing services.
- Experience building collaborative relationships with community organizations and multidisciplinary partners.
- Previous supervisory, mentoring, or team leadership experience is considered an asset.

Knowledge & Skills

- Knowledge of child and family development, positive parenting practices, and evidence-informed family support approaches.
- Understanding of trauma-informed, culturally responsive, strengths-based, and family-centred practice.
- Understanding of the Office of Children and Family Wellbeing Services role
- Working knowledge of the Nova Scotia Children and Family Services Act and other relevant legislation related to child, family, and privacy protection.
- Strong group facilitation, presentation, and public speaking skills.
- Excellent interpersonal, conflict resolution, and relationship-building abilities.

- Strong written and verbal communication skills, including report writing and case documentation.
- Demonstrated ability to assess needs, develop individualized support plans, and maintain accurate case records.
- Strong organizational and time management skills with the ability to manage competing priorities and multiple programs.
- Proficiency with Google Workspace and other office software, with the ability to learn new databases and case management systems.
- Knowledge of local community resources and the ability to connect families with appropriate support.
- Sound judgment, critical thinking, and effective problem-solving skills.
- Ability to work independently while contributing effectively as part of a collaborative team.
- Commitment to maintaining participant confidentiality, professional boundaries, and ethical practice.

Other Requirements

- Valid driver's licence and access to a reliable, insured vehicle, as travel within the community is required.
- Successful completion of a Criminal Record Check and Vulnerable Sector Check.
- Ability to work occasional evenings or weekends to accommodate program delivery and community events.
- Proficiency in additional languages is considered an asset, with Arabic or other commonly spoken newcomer languages viewed favourably.

How to Apply

Please email the cover letter and resume in PDF form to Shannon Scott Tibbetts at opportunities@novavillagens.com. Applications submitted without a cover letter will not be considered.

Start Date: ASAP; Applications will be accepted until 11:59pm on August 14, 2026.

Only those selected for an interview will be contacted. Thank you for your interest in seeking employment with NVNS.