

Position: Family Program Specialist

Do you want a career that makes a difference in supporting families?

Are you a compassionate person with a passion for supporting families and equity?

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 Position

Position Overview: The Family Program Specialist is responsible for facilitating, managing and promoting the parenting/family education programs in a variety settings (group and individual). Additionally this position requires general administrative duties, program evaluation, and having a solid understanding of the Nova Scotia Children and Family Services Act.

You'll be the face and lead of Thriving Families Nova Scotia! You'll be able to implement TFNS to a multitude of organizations, community partners, and the public. You will conduct group learning opportunities for NS families related to family safety and wellbeing. Thriving Families NS was developed to support families new to NS, first time parents and/or parents/caregivers looking for a refresher.

Reporting to the Program & Operations Lead and Executive Director, the Family Program Specialist facilitates and manages the Thriving Families Nova Scotia program, the Family Support Services program and any other parenting programs as needed.

Key Responsibilities:

Program presentation and group facilitation:

- Present parenting program(s) to families and caregivers

- Promotion and presentation of program(s) to community organizations with a provincial lens
- Create space for discussion and engagement
- Answer questions and clarify material as needed
- Ensure the program delivery is congruent with NVNS mission, vision and values
- Use a culturally-attentive lens
- Meet with and organize program(s) advisory committee members as needed
- Communicate requirement of resources to ensure smooth running of programs
- Ensure content is up to date

Program facilitation for individual supports:

- Meet with families to provide parent education programs on an individual basis
- Create space for discussion and engagement
- Deliver family support, resource navigation, advocacy and referrals (in-person, virtual and by phone)
- Provide crisis intervention as needed
- Provide individual case work based on family goals

Administration:

- General administrative such as email correspondence, printing materials and calls
- Maintaining and managing program budgets
- Document processing and statistical input
- Program evaluations
- Completing program reports as needed
- Determine and establish office procedures and routines to maintain productivity
- Complete intake documentation, bookings and scheduling, case management and case notes
- Maintain safeguards for participants' rights, including confidentiality

Other Responsibilities:

- Community outreach, program marketing and advertising
- Participation in staff training sessions and relevant education opportunities
- Participation in program supervision
- Strong potential of covering Parenting Journey supervision while PJ supervisor on parental leave

Qualifications:

Education and Experience:

- Diploma or Undergraduate Degree in Social Services field, Social Work, Education, Child and Youth Study, Family Studies or related
- 5 plus years of related experience
- Experience in program facilitation
- Experience working with families with involvement with the Nova Scotia Department of Opportunities and Social Development specifically Child and Family Wellbeing
- Experience working with diverse and vulnerable populations
- Experience in a non-profit settings
- Experience with adult literacy and teaching
- Experience in program design and implementation
- Experience in community outreach and engagement
- Thorough knowledge of community resources
- Experience in public speaking

Skills and Abilities:

- Excellent communication and facilitation skills (written, listening and verbal)
- Demonstrates efficient time management and ability to prioritize workload
- Flexible approach and positive attitude towards problem solving
- Administrative skills and strong organizational skills
- Proficiency in Google Suites platform
- Critical thinking, conflict resolution, and strong independent work skills
- Proven ability to provide empathetic, non-judgemental, holistic and strengths-based supports to families
- Marketing, completing promotional materials
- Strong public speaking skills
- A passion for supporting vulnerable populations and equity

Other Requirements:

- Evening/weekend availability and travel is required for this position
- Valid driver's license and use of a reliable insured vehicle
- Complete criminal records and vulnerable sector check

- Current CPR /First Aid Certification or willingness to obtain
- ASIST training an asset, NVCI an asset

What we offer: Work from home days when school are closed due to weather, paid time-off, health and dental benefits, RRSP contribution matching up to 7%, professional development budget

Position: Full-time Contract (One year/possible extension)

The nature of this role requires in-person work. Travel required within HRM, at times it may be necessary to travel outside of HRM area.

Hours: 12:00pm-7:00pm Mondays & Wednesdays. (½ hour unpaid lunch breaks)

9:00am - 4:30pm Tuesdays, Thursdays, & Fridays. (1 hour unpaid lunch breaks)

WFH option on Thursdays

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

Wages : \$34.85/hour

Term: One year/possible extension

Start Date: ASAP

NVNS is committed to being a workforce that is free of discrimination and values diversity. Our priority groups are Indigenous People, African Nova Scotians, Other Racially Visible Persons, Persons with Disabilities and Women in Occupations/positions where they are under-represented. Members of these groups are encouraged to apply and self-identify in their cover letter.

Only those selected for an interview will be contacted.

Send your cover letter and resume to opportunities@novavillagens.com

The job posting will be removed once filled.

Thank you for your interest in seeking employment with NVNS

