



Membertou

WELCOMING THE WORLD!

Employment Opportunity

Job Title: Disability Service Coordinator (Full Time)
Department: Circle of Care (Prevention)
Reports To: Director, Circle of Care
Salary: Commensurate with experience

About Circle of Care

Circle of Care is a prevention program aimed at strengthening families and connecting children and youth to Mi'kmaq culture. The program integrates existing services, develops new wellness initiatives, and helps address social determinants of health such as housing, child welfare, disabilities, food security, and recreation. The Circle of Care team collaborates closely with Membertou departments and partner organizations in health, education, justice, housing, and social services.

Role Overview:

The Disability Service Coordinator supports children, youth, adults, and families by strengthening access to services, enhancing inclusive programming, and advocating for person-centered support. This role works closely with families, community partners, and Membertou departments to expand support for people with diverse abilities, while keeping individuals connected to community, language, and culture.

Key Responsibilities:

- Expand and enhance activities, programs, and support in Membertou for families and persons with special needs.
- Promote inclusion, accessibility, and awareness across community programming.
- Support families and individuals with disabilities; connect them with resources and services to improve well-being.
- Engage families to understand what support is needed and what they should look like (strengths-based and person-centered).
- Provide referrals and navigation support to ensure empowerment and coordinated care.
- Collaborate with Membertou departments (e.g., Social, Education, Health, Seniors Centre, Youth Centre) and programs such as Jordan's Principle and UNSM.
- Collaborate with Mi'kmaw Kina'matnewey and other partners as appropriate.
- Build relationships with non-Indigenous organizations (e.g., Autism Nova Scotia, Inclusion Nova Scotia) to strengthen service pathways.
- Host monthly meetings, support groups, or talking circles (including guest speakers, workshops, and programming).
- Coordinate and support community events that are inclusive of neurodivergent children and youth (e.g., sensory support, quiet spaces).
- Train and coordinate a small part-time event support team to assist parents/caregivers during community events.
- Purchase and maintain neurodivergent supports and aids for events, children, youth, and families.
- Plan and deliver inclusive events for children and youth living with disabilities (e.g., silent discos, land-based camps, autism camps).
- Work collaboratively with Environmental Services, Home Care, and the Social Department to support community members as needed.
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain and improve Membertou's Quality Management System as it relates to job related duties and/or department.
- Other related duties as directed by the Manager.

Required Skills & Competencies

- Diploma or certificate in a health or human services field (or an equivalent combination of education and experience).

- Experience working with Indigenous communities in a support role (or demonstrated cultural humility and willingness to learn).
- Strong communication and interpersonal skills; ability to build rapport with families and service providers.
- Ability to work independently and as part of a multidisciplinary team.
- Proficiency with Microsoft Office and basic documentation/reporting.
- Mi'kmaq language skills are an asset.

Other Requirements / Working Conditions:

- Valid driver's license and ability to travel within the community.
- Evening and weekend availability for community programming as required.
- Must pass a Child Abuse Registry check (and any other checks required by Membertou policy).

Membertou is committed to a respectful, inclusive, and culturally safe workplace. We encourage applications from Mi'kmaq and other Indigenous candidates, and from applicants with lived experience and cultural knowledge relevant to the community.

Preference is given to Indigenous peoples in accordance with the Aboriginal Employment Preferences of the Canadian Human Rights Commission.

Apply Today

If you're passionate about building relationships, leading with integrity, and contributing to a growing community, we would love to hear from you.

To Apply: Submit your cover letter and résumé to:

Membertou Human Resources Department

Attention: Scott Thomas

47 Autwen Ma'sl Awti

Membertou, NS B1S-2P5 Or via e-mail to: jobs@membertou.ca

DEADLINE FOR APPLICATIONS: Friday, January 30th, 2026, at 4:30 PM AST.

Thank you for applying, however, only those selected for an interview will be contacted. Membertou reserves the right to pause, extend or revoke this posting at any time without notice.