



Membertou

WELCOMING THE WORLD!

Employment Opportunity

Job Title: Family Services 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 Family Services Coordinator leads family-centered wellness programming within Circle of Care. This role designs and delivers responsive support for youth, caregivers, and families, while supervising a small team of support workers and strengthening partnerships across the community. The coordinator ensures programming is culturally safe, inclusive, and connected to Mi'kmaq language and cultural practices.

Key Responsibilities:

- Familiarize and maintain ongoing knowledge of Indigenous Services Canada (ISC) requirements for Post Majority Support Services.
- Lead and supervise a team of support workers; provide guidance, coaching, and support.
- Develop and deliver family-centered wellness programs, workshops, and events that address community-identified gaps.
- Collaborate with community members, organizations, and stakeholders to ensure programming is responsive and strengths based.
- Integrate Mi'kmaq language, cultural practices, ceremonies, and traditions into programming; create opportunities for Elders and Knowledge Keepers to share expertise.
- Support youth leadership and empowerment initiatives.
- Provide support and resources for caregivers, including mothers, fathers, and grandparents.
- Monitor and evaluate program effectiveness; adjust programming to strengthen outcomes.
- Build partnerships with local services to enhance programming and referral pathways.
- Ensure all programming is culturally safe, inclusive, and accessible.
- Set team goals, objectives, and work plans; promote a positive, inclusive team culture.
- Conduct performance evaluations and provide feedback; identify training and professional development needs.
- Foster continuous quality improvement, encouraging feedback and innovation.
- Submit monthly reports summarizing team activities, progress, and challenges.
- 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

- Post-secondary education in a related field (e.g., Social Work, Education, Community Development) or equivalent experience.
- Experience working with Indigenous communities and families.
- Knowledge of Mi'kmaq language, culture, and traditions (or willingness to learn).
- Strong communication and interpersonal skills.
- Demonstrated experience in program planning, implementation, and evaluation.
- Experience providing team leadership or supervision is an asset.

- Valid driver's license and willingness to travel within the community.

Other Requirements / Working Conditions:

- Evening and weekend availability for community programming as required.
- Must meet applicable screening requirements (e.g., Child Abuse Registry check, Vulnerable Sector check if required by 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.*