

FINDING WORK



WAINWRIGHT MILITARY FAMILY RESOURCE CENTRE

Canadian Forces Base (CFB) Wainwright has been at the centre of the Canadian Army's operational effectiveness since 1941. The Canadian Maneuver Training Centre (CMTC), the centre of excellence for collective training, and the Land Force Western Area Training Centre (LFWATC), Western Canada's centre of excellence for individual training make their home here. The base also supports training of the units of 1 Canadian Mechanized Brigade Group (1 CMBG), based in Edmonton, and the reserve units of Land Force Western Area.

The Wainwright Military Family Resource Centre offers services, programs, and activities that strengthen family life as well as create and promote conditions that foster the well-being of the entire military community in the Wainwright area. The MFRC recognizes the many challenges families face living in a rural semi-isolated community. Through our programs, services, and resources we strive to meet the service needs and reduce the challenges of our community members.

Located in Building 400, Hillside Road, Denwood the MFRC works under the direction of a Board of Directors. Core programs and services are delivered by 13 full time staff members. In addition to the MFRC staff, the Child Development Centre operates with 6 child care providers. Casual staff may also be hired for MFRC and Child Development Centre programming.

Vision

The Military Family Services Program vision is: *"Confident, capable and resilient families in a supportive Canadian Forces community"*.



Mission

The mission of the Wainwright MFRC is to develop services, programs, and activities that strengthen family life as well as create and promote conditions that foster the wellbeing of the entire military community in the Wainwright area.

Organizational Goals

The Wainwright MFRC is committed to enhancing and promoting the well-being of military families by powering, supporting, and creating programs and special activities that enhance the unique experience of military life.



The MFRC provides the following services to military families:

- Youth Services and Teen Centre
- Deployment Services
- Casual and Out of School Care
- Volunteer Development
- Prevent, Support & Intervention/Social Services
- French Services
- Employment and Education Assistance
- Second Language Training

The Child Development Centre

At the MFRC Child Development Centre children play and learn in a safe and caring atmosphere. Nutritious meals, meaningful learning through play experiences, family-oriented activities, educated caregivers, field trips and much more are provided.

The Centre is licensed by the Region 5 East Central Alberta Child and Family Services Authority (CFSA).

The Centre is open twelve months of the year, Monday to Friday from 7:15 am – 5:00 pm, but it is closed for all statutory holidays.

The Ideal Candidate

The ideal candidate should have the following attributes and abilities as a minimum:

- A high school diploma – some positions require post-secondary education
- A personal and professional respect for confidentiality
- Knowledge and practice of professional office standards and behaviours
- Computer literacy
- Effective written and verbal communication skills
- Familiarity with the unique challenges of military families
- Experience working with the public an asset
- Fluency in French an asset
- Class 5 Driver's Licence may be required
- Depending on the position, a minimum of two years of experience working in an office setting and/or program planning may be required.

The Military Family Resource Centre employs staff in the following positions: Executive Director, Administrative & Program Services Manager, Child Care Director, Accounts Manager, Family Liaison Officer, Prevention, Support & Intervention Social Worker as well as program coordinators and facilitators, and child care providers.

EXECUTIVE DIRECTOR

Responsible for the overall leadership of all MFRC operations and staff under the direction of the MFRC Board of Directors.

ADMINISTRATIVE & PROGRAM SERVICES MANAGER

Provides administrative and planning support to the Management Team of the Wainwright MFRC.

CHILD CARE DIRECTOR

Manages licensed child care and youth centres operated by the MFRC (Child Development Centre, Out-of-School Care Centre, and Teen Centre).

ACCOUNTS MANAGER

Manages all financial tasks related to the business operations of the Wainwright MFRC.

FAMILY LIAISON OFFICER

Provides direct support, short-term counseling, and social services to civilian family members of CF personnel.

INFORMATION & REFERRAL / VOLUNTEER COORDINATOR

Facilitates the development and dissemination of resource information, provides receptionist duties, and manages volunteer resources to assist in the delivery of the MFRC programs and services.

COMMUNITY DEVELOPMENT / DEPLOYMENT COORDINATOR

Develops and implements programming that promotes and facilitates personal growth, skill development, and social and community engagement, and develops and implements a comprehensive support strategy to meet families' needs as a result of separation, including prior to, during, and after separation.

FRENCH SERVICES COORDINATOR

Establishes a comprehensive support system for the Francophone Community that works to enable Francophone individuals/families to manage day-to-day business and life in this predominantly English-speaking community.

EMPLOYMENT & EDUCATION / SECOND LANGUAGE TRAINING COORDINATOR

Provides employment support services to civilian spouses and family of CF members at Base Wainwright and coordinate Second Language training programs.

CHILDREN'S SERVICES COORDINATOR

Meets the service and program needs of military children, youth, and their families.

YOUTH SERVICES COORDINATOR

Meets the service and program needs of school-aged military youth and their parents.

CHILD & YOUTH SERVICES FACILITATOR

Meets the child care needs of military children and their families.

CHILD CARE PROVIDERS

Provide direct supervision of children, implementation of age appropriate and engaging activities, effective behaviour management, and management of the program surroundings.

The MFRC also hires students for the summer programming.

Salaries/benefits are commensurate with education and experience.

How to Apply

Job vacancies at the MFRC are advertised on the MFRC website www.familyforce.ca/sites/wainwright, in the print media, in the Job Bank www.jobbank.gc.ca, at www.wantjobgotjob.com, and in the MFRC Newsletter.

Resumes may also be submitted directly to the MFRC at:

Wainwright MFRC
PO Box 29
Denwood, Alberta T0B 1B0
Fax: 780-842-1876

All candidates are required to submit to an Alberta Children's Services Intervention Record Check and a RCMP Criminal Record Check at their own expense.

