BRIDGES
FAMILY PROGRAMS

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We are currently recruiting for a **Hub Navigator** in Medicine Hat

Bridges Family Programs Hub is part of the Government of Alberta Family Resource Network. The Hub offers a full continuum of universal, targeted and intensive services for families, children and youth ages 0 – 24 years. The Hub focuses on supporting families to meet their basic needs; strengthening parent/child attachment and responsive caregiving, supporting the development of healthy relationships; increasing health and wellbeing, strengthening parenting skills including their knowledge of child and youth development and connecting them to community resources and services. Please refer to www.bridgesfamilyprograms.com for more information about this impactful program!

Key responsibilities:

- Maintain a trusting, supportive relationship with families by providing information, referrals and service coordination.
- Utilize a family-centered approach to support families with meeting their needs.
- At the request of an individual, advocate with them or on their behalf.
- Support individuals in accessing community resources.
- Maintain program participant files.
- Participate in association and program promotion activities.
- Enter statistical data into a computer database.

Qualifications:

- Degree or Diploma or 3 years related experience in the human service field.
- Strong interpersonal communication, organization and administrative skills.
- Experience in strength-based, family-centered family support practice.
- Knowledgeable of community resources and services preferred.
- An understanding of the diversity, customs and traditions of Indigenous people and diverse multi-cultural populations is considered an asset.
- Experience working with computers, email and internet.

Must have daily access to a reliable, insured vehicle with current registration, insurance have a valid driver's license and provide a driver's abstract.

This position will be **40 hours per week**. The work week is Monday to Friday, with day and evening work required. The starting date is negotiable; likely late November 2026 and **is a temporary 1-year maternity leave contract**. The wage for this position is between **$23.16 - $23.93** per hour, depending on education.

We offer a great team, a positive working environment, employee benefits, flexibility, lots of professional development training, paid vacation, paid personal leave days, and a great work-life balance!

Application deadline is November 12th at 4pm.
If you have a desire to work with families and want *to make a difference*, please email your current resume with 2 references and a cover letter to: amckinley@bfpa.ca or deliver it to:
Bridges Family Programs, Attention: Amanda McKinley
477 Third Street SE, Medicine Hat, AB T1A 0G8

Successful applicants are required to provide a clear Criminal Record with Vulnerable Sector check completed through the Medicine Hat Police Service or RCMP, and Child Intervention Record Check. It is highly encouraged you apply for these checks and have them available during the interview process.
We look forward to meeting you!