



**Position:** Family Ministry Associate  
**Department:** Ministry  
**Reporting To:** Manager, Spiritual Formation  
**Status:** Full Time Contract (Maternity leave cover; 1 year with option to extend)  
**Primary Work Location:** Consistent with Scott Mission wide policies Family Ministry Associate will work out of Scott Mission locations based on need and organizational demand

### **Position Summary:**

The Family Ministry Associate will be responsible for coordinating frontline ministry support for families and community members, including children and youth, served by Scott Mission. This position will further the transformational impact in the families currently supported by Scott Mission programs and services across all TSM locations and ministry channels, including the Welcome Centre (various locations), Community outreach, and Daycare. The incumbent will work closely and collaboratively with the various Ministry Managers and staff to execute and implement events and programs, that support the strategic ministry direction as articulated by Scott Mission Executive, the Chief Ministry Officer and the manager of Transformational Programs. They will facilitate work aligned with the Welcome Centre and Case Management functions to provide support and ministry to families. He/she will work closely and intentionally with families or individuals from the community who are actively engaged in Scott Mission's Journey of Transformation program. As part of the Transformation team they will execute the programs developed and will engage in the success assessment of programs.

### **Responsibilities:**

- Support execution, planning, implementation and evaluation of transformational programs directed at families, children, youth, and community members to ensure that programs are accessible and effective including the community garden for the summer season
- Actively build and grow strategic, Christ-centered relationships with families and residents from the communities served by Scott Mission
- Identify families or community members who are open and ready to participate in Scott Mission's transformation program
- Participate in the internal assessments processes of the Ministry function to evaluate the readiness of families or community members to assess needs and transformational ministry opportunities
- Use a strength-based approach to regularly set goals and determine next steps in facilitating the journey of transformation of participating families or community members
- Facilitate cross functional support by working with all ministry functions
- Leverage internal or external resources to facilitate spiritual care, resource referrals and/or advocacy for participating families or community members in Scott Mission's transformation program
- Provide recommendations and referrals for families or community members who could benefit from Scott Mission's individual or group counseling initiatives as part of their transformational journey
- Maintain proper documentation of all ministry activity in Scott Mission's ministry software
- Maintain up-to-date knowledge of community resources and networks

- Attend all Transformation team meetings, and participate in Scott Mission wide activities and initiatives, including All Staff meetings and retreats
- Ensure clear and consistent communication with your Manager and foster a culture of transparency and support within the team
- Pray regularly for Scott Mission community members and staff

### **Required Experience and Education**

- Demonstrated understanding of issues related to immigration, abuse, addictions, mental health, poverty, housing and homelessness
- Excellent communication skills verbally and in writing, active listening skills
- Excellent interpersonal and conflict management skills; ability to work with people with diverse background
- Ability to carry out work with integrity, respecting confidentiality of clients
- Ability to multi-task and be flexible in daily routine of working on the frontlines
- Self-starter and result-oriented, excellent problem solver
- Team player with demonstrated flexibility and willingness to be mentored
- Experience working with children and youth is an asset
- Experience in garden and community gardens is an asset
- Diploma or undergraduate degree in social work or related field; 5 years of relevant working experience is an asset
- Computer literacy: Windows, Office365
- Valid Driver's license and ability to work weekends is an asset

Interested applicants are invited to submit a cover letter and resume to: [careers@scottmission.com](mailto:careers@scottmission.com)

The Scott Mission welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Employment is conditional to results of Police Reference Check and satisfactory reference.