

Position: Canadian Mental Health Nova Scotia Division Annapolis County Branch Coordinator

Reporting to: CMHA NS Executive Director

CMHA NS Summary:

The Canadian Mental Health Association Nova Scotia [CMHA NS] Division is part of a nation-wide charitable organization that promotes the mental health of all and supports the resilience and recovery of people living in communities. CMHA NS Division's mission is to promote the mental health of all Nova Scotians, recognizing cultural diversity.

Our Organizational Values:

- Community and Individual Centered: using a community development approach to develop and sustain community partnership across all care and non-direct care sectors to support the mental health and wellness of all.
- Culturally Sensitive and Competent: provide the best support and guided navigation support to the right type of mental health and addiction support, services, programs and initiatives within communities.
- Resilience-based: drawing upon a person-centered, trauma-informed approach to provide strength-based support and services.
- Evidence-based and Evidence-Informed: draws upon multiple ways of knowing and understanding to direct and inform community-based mental health promotion – injury disease prevention support and services.

Team Values: Trust, Respect, Open and Transparent Communications, Collaborative in action and Collective in Decision Making

Essential Duties and Responsibilities:

- Develop and sustain community partnerships within Annapolis County
- Support financial sustainability and fundraising strategies lead by CMHA NS Division
- Coordinate and/or delivery support for CMHA community-based mental health promotion-prevention supports, services and programs
- Coordinate community capacity development to support mental wellness in Annapolis County
- Facilitate community meetings, learning workshops and initiatives in Annapolis County, as required
- Provided coordination – oversight support for contacted staff, as required
- Other duties as assigned, from time to time.

Qualifications:

- Undergraduate Degree (Social Sciences, Psychology, Community Development, Business, Education, Health Promotion, etc.)
- Basic computer word processing and publishing skills, including Microsoft Office
- Communicate effectively in a professional manner (orally and written)
- Community partnership development skills
- Effective at developing interpersonal relationships
- Good judgment and critical thinking



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Mental health for all

- Strong organizational skills with attention to detail
- Ability to manage conflicting priorities and meet deadlines
- Work well in a team-based work environment
- Ability to take direction

Dates: September – December 2015

Salary: \$18/hour (18-20 hours per week)

Location: Annapolis County

Deadline: November 16, 2018

Please provide the following upon application:

- A resume and cover letter
- Three references

Resume & Cover Letter Information Recipient:

Pamela Magee, CMHA NS Division Executive Director
pamela@novascotia.cmha.ca