

JOB POSTING

POSITION: PROGRAM OUTREACH COORDINATOR AND FACILITATOR – FULL TIME | CONTRACT

If you have a passion for mental health advocacy and education, this is a great opportunity to make a meaningful contribution to the community and support the mental well-being of all Nova Scotians. The Canadian Mental Health Association of Nova Scotia is currently looking for a Program Outreach Coordinator and Facilitator. **This is a full-time | contract position, with a start date of September 20, 2021. This contract is for 8 weeks, ending on November 12, 2021.**

Location: Virtual (Individual can work remotely from home anywhere in Nova Scotia)

Length of Contract: 8 weeks

Start Date: June 6, 2021

Hours: 37.5 hours per week | Wages: \$18 per hour

Equipment: The employer will provide necessary office equipment for the employee's use while employed with CMHA.

Eligibility: This position is funded through the **Canada Summer Jobs Program**. To be eligible for the position you **must** qualify for the program. Please do not apply if you do not qualify. Applicant must be under 30 and eligible for the Canada Summer Jobs Program.

General Responsibilities: Using a mental health promotion and community development approach, the successful candidate will deliver training to community members and organizations on the use of a comprehensive and accessible Resilience and Mental Wellness Toolkit for Pictou County. The toolkit has been developed in collaboration with the Pictou County Wellness Roundtable with the goal of increasing community and organizational capacity to engage with mental health and wellness, developing community resilience and increasing connection with available mental health resources in the area.

Description of Duties and Responsibilities:

- Facilitate mental health promotion specifically around the area of resilience
- Develop a training handbook and program to provide to community-based trainers to explain application and use of the Resilience Toolkit in Pictou County.
- Provide Train-the-Trainer education program to representatives/ staff from community-based organizations within Pictou County.
- Communicate and collaborate with community agencies to promote and facilitate Resilience Toolkit workshop.

- Communicate with the Pictou County Wellness Roundtable to ensure timely and effective delivery of Resilience Toolkit.
- Communicate and collaborate with CMHA-NS Education and Training staff to share concerns or needs of the Resilience Toolkit.
- To conduct themselves in a manner that creates a safe and confidential environment for program participants.
- Record evaluation results and observations from trainers and pilot trainings.
- Revise Mental Wellness and Resilience Toolkit based on learnings from trainers and pilots

Skills and Experience:

- The successful candidate will have:
- Experience with large and small group facilitation, especially with adults.
- Excellent oral and written communication skills.
- Strong technology skills in a presentation setting; familiarity with on-line platform usage is considered an asset.
- Critical and analytical thinking skills.
- Demonstrated time management and organizational skills.
- Ability to problem solve and trouble shoot as needed.
- Appreciation and knowledge of program evaluation principles and processes.
- Experience working with communities, schools, workplaces and government.
- Ability to work independently and collaboratively.

Qualifications: the ideal candidate will have a post-secondary education in community development, health promotion, adult education or relevant fields (Equivalent experience will be considered). The candidate will also have an understanding of impacts of the social determinants of health on population mental health and dedication to broadening access to available resources and mental health education.

To apply for this position please send your resume and CV to Elizabeth Baker, Education and Awareness Program Lead at elizabeth.baker@novascotia.cmha.ca by 4:00 p.m., Tuesday, August 24, 2021. Please include your name and the position you are applying for in the subject line.

The Canadian Mental Health Association of Nova Scotia is an Equal Opportunity Employer and does not discriminate. We are committed to building a diverse team and strongly encourage all qualified candidates to apply for this position.