



Job Title: Social Enterprise Coordinator
Facility: Canadian Mental Health Association
Reports To: Manager of Employment Services
Bargaining Unit: BCGEU – Grid 31
Wage: \$25.27 - \$27.43/hr
Classification: Temporary Full-time (36 hours per week) until return of incumbent

Job Posting Start Date: October 29, 2021
Job Posting End Date: November 6, 2021
Start Date: TBD

ORGANIZATION OVERVIEW

The Canadian Mental Health Association (CMHA) Vernon & District Branch, which is a part of a provincial and national organization, is a non-profit organization focused on the promotion of mental wellness in the community of Vernon, and surrounding areas in the North Okanagan. We believe in empowering individuals, groups, and communities in self determination to enhance their mental health. CMHA facilitates access to the resources people require to improve mental health and community integration, build resilience and support recovery from mental illness through building capacity, influencing public policy, providing services and supports and developing resources. We are committed to providing an environment that is free from prejudice, discrimination and harassment. We strive to reflect the entire community in our volunteers and staff and promote equal access to the services we provide.

JOB SUMMARY

The Social Enterprise Coordinator will be responsible for supporting the recovery of adults living with mental illness through by providing meaningful and purposeful volunteer opportunities. This position is responsible for mentoring volunteers in landscaping, janitorial, and recycling collection and disposal positions. The Social Enterprise Programs provide valuable volunteer experience for CMHA participants and a beneficial service to local businesses and the school district in the city of Vernon. The Social Enterprise Coordinator will maintain a positive working relationship with both volunteers and recycling/lawns maintenance customers and will coordinate the recycling pick-ups, volunteer and lawns maintenance schedules. This position will also be required to train volunteer drivers, so the ability to drive a large vehicle and trailer is imperative. The Social Enterprise Coordinator will work collaboratively with the Manager of Employment Services to continually measure the effectiveness of the program and develop new program initiatives. Through collaboration with the Manager of Employment Services you will work to develop new and innovative social enterprise programs within the community.

DUTIES AND RESPONSIBILITIES

- Provide oversight and support to the daily running of the social enterprise programs including volunteer coordination, driving, and pickup and disbursement of recycling materials from local businesses to the recycling depot.
- Support and encourage participants who volunteer within the programs and provide ongoing training and feedback to ensure participant safety and satisfaction.
- Ensure that all program participants and volunteers receive an appropriate orientation to the roles and responsibilities of the volunteer position.
- Schedule and track regular maintenance of CMHA's landscaping equipment and vehicles such as tire and oil changes and assists with vehicle cleaning on a regular basis.
- Provide ongoing communication, networking and relationship development with existing and potential customers.
- Observe participants in their volunteer environments and report unsafe conditions and behavioral, physical, and/or cognitive changes to supervisor.
- Conduct and record reviews with program participants to discuss goals, safety concerns, skill development and progress to support participants in meeting their overall goals.
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- Complete and maintain related records and documentation such as statistics, progress reports, activity participation and observation reports.
- Perform other related duties as required.

QUALIFICATIONS

Education, Training & Experience

- Post-secondary education in the human services field such as Human Service Worker, Mental Health Worker, Psychosocial rehabilitation or equivalent
- Minimum 2 years direct experience working with individuals with a mental illness
- Certificates in CPR and First Aid
- Non-violent crisis intervention or equivalent
- Valid driver's license
- Clear driver's abstract
- Working knowledge of MS Office 365
- Preferred experience in operating and maintaining lawn machinery
- Criminal record check

Knowledge, Skills & Abilities

- Demonstrated ability to communicate effectively as a member of a team.
- Ability to supervise and provide leadership.
- Working knowledge of the principles of recovery in Mental Illness.
- Ability to maneuver/drive, attach and detach trailer from CMHA vehicles.
- Demonstrated ability to effectively problem solve and organize and prioritize multiple tasks.
- Ability to deal effectively with conflict situations.
- Physically and mentally capable of performing and carrying out duties and responsibilities of the position
- Organize and work both independently and as a member of a multidisciplinary team.
- Ability to operate related equipment
- Ability to establish and maintain rapport with program participants
- Ability to provide clear and concise instruction on volunteer duties and provide training and follow up with volunteers.
- Ability to work a flexible work schedule
- Excellent time management skills
- Network and maintain a positive working relationship with other agencies involved in participants' rehabilitation programs.
- Knowledge of psychosocial rehabilitation principles

CMHA Vernon is committed to building an inclusive workplace and community and seeks candidates who share our commitment to equity, diversity, and inclusion.

Please send your resume to careers@cmhavernon.ca