



Job Title: Youth Wellness Programs Coordinator  
Facility: Canadian Mental Health Association  
Reports To: Manager of Wellness and Rehabilitation  
Bargaining Unit: BCGEU – Grid 31  
Wage: \$25.27 - \$27.43/hr  
Classification: Temporary Part-time (20 hours per week) until return of incumbent

Job Posting Start Date: October 28, 2021  
Job Posting End Date: November 4, 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 Youth Wellness Programs Coordinator plans, promotes and provides mental health prevention, education and recreation/wellness programming to youth in our community. This program exists to support youth in all aspects of mental health by equipping youth with knowledge and tools to help manage their mental wellness while also building meaningful relationships with other peers who may have similar experiences in a safe and non-judgmental environment.

Goals of the program include raising awareness to enhance understanding and empathy for those living with mental health concerns, reducing the stigma of mental illness and providing prevention-based recreation/social programs that include education and peer support components in a fun and supportive environment. CMHA Vernon currently delivers 3 different youth wellness programs with the target groups and ages being “Kids group” ages 7-10, “Tween Group” ages 11-14, and the “Teen Group” ages 15-18. This position will ensure that youth voices are heard and prioritized when creating and delivering program content by working alongside youth and their families to ensure that we are meeting the needs of our youth community members.

### **DUTIES AND RESPONSIBILITIES**

- Provide programming to help youth in reaching their full potential through activities they may otherwise not get the opportunity to do.
- Plan, design and facilitate all aspects of the monthly group activities for the “Kids”, “Tween” and “Teen” groups.
- Incorporate youth peer support, mentorship, and local resources into programming.
- Book suitable venues when required and organize all materials and supports necessary, including food.
- Facilitate learning of life skills such as cooking, menu planning and grocery shopping.
- Ensure there is adequate communication to parents or caregivers of the youth accessing the program.
- Maintain a database of past and present activities, community partnerships and events for statistical reporting and evaluative purposes.
- Maintain relevant and current information and documentation of all program participants such as emergency contact information, allergies etc.
- Assist in the recruitment and registration of new program participants.
- Obtain participant pre and post-evaluations to ensure program satisfaction.

- When applicable, complete youth suicide risk assessments and connect with appropriate resources.
- Maintain a philosophy and approach to program implementation that is consistent with CMHA mission and values, the Framework for Support and Psycho/Social rehabilitation values.
- Ensure statistical information is documented reported on all applicable programs.
- Provide transportation to youth who experience transportation barriers with CMHA Vehicle on an as needed basis.
- Work in collaboration with the Youth Education Coordinator to assist with the delivery of Mental Health educational workshops to youth in a school or community-based setting on an as needed basis.
- Perform other related duties as required

## QUALIFICATIONS

### Education, Training & Experience

- Degree or equivalent experience in the human services field specializing in youth
- Facilitating youth groups – experience of 2 or more years with children as young as 7 years old
- Program coordination experience of 2 or more years
- Early Childhood Education is an asset
- Proficient skills in Microsoft 365
- Valid drivers' license with drivers abstract. Comfortable driving CMHA Vehicle to assist with transportation when needed

### Knowledge, Skills & Abilities

- Demonstrated ability to develop programs, deliver and evaluate
- Knowledge of workshop planning and group dynamics
- Demonstrated ability to communicate effectively as a member of an interdisciplinary team using verbal, written and computer communication means
- Demonstrated ability to integrate and evaluate pertinent data from multiple sources to problem solve effectively
- Organize and work both independently and as a member of a multidisciplinary team
- Ability to carry out duties and responsibilities of the position physically and mentally
- Ability to work a flexible work schedule including weekdays, weekends, and evenings
- Demonstrated relationship management
- Display excellent time management skills
- Network and maintain a positive working relationship with others such as community organizations, schools and individuals

*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](mailto:careers@cmhavernon.ca)