

Job Title: Housing Program Assistant
Facility: Canadian Mental Health Association
Reports To: Manager of Housing
Wage: 17.70/hr.
Duration: 35hrs/week for 8 weeks duration

Our application for a summer student position to the Canada Summer Jobs Program has been approved. This program is funded jointly by Service Canada and the Canadian Mental Health Association.

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 student will have a variety of tasks across our housing portfolio including but not limited to: Property Management, developing Communication tools, Tenant and Community engagement and education, and Clerical Duties. The "Housing Program Assistant" will assist in the planning and implementation of programs and strategies to assist and educate tenants in our subsidized and mental health housing units. "The Housing Program Assistant" may also plan and implement various social and recreation activities for children and youth whose families reside in CMHA's subsidized housing and mental health complexes. The CMHA Housing summer student will work with our team to provide services and supports to our tenants, and community members seeking housing. This position will also be responsible for updating the housing referral database as well as updating tenant contact information. Additionally, they will distribute promotional materials as needed and attend community displays and meetings. This position will utilize the student in a manner best befitting of their individual abilities and the included duties may change or adapt to best suit the applicants strengths. ***All Covid-19 safety precautions will be followed and programs will be adjusted as needed to comply with all Provincial health orders.***

DUTIES AND RESPONSIBILITIES:

- Assist in the planning and implementation of programs and strategies to assist and educate tenants in our subsidized and mental health housing program.
- Plan, implement and supervise various social and recreation programs for youth of families who reside in CMHA's subsidized housing properties.
- Educate tenants and youth on Mental health resources in our community.
- Increase Communications with tenants and youth to assess for any unmet needs throughout the course of the Covid-19 pandemic. Communicating these findings to the housing team for possible solutions.
- Assisting with tenant file audits and updating tenant contact information as needed.
- Update the housing referral database
- Gathering and recording relevant housing statistics into appropriate programs.



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Mental health for all

- Create and distribute communications letters to tenants and promotional materials as needed
- Attend community displays and meetings
- Ensure that all youth housing programs are following the guidelines laid out in CMHA's covid-19 organizational safety plan.
- All other related duties as required.

QUALIFICATIONS:

Education, Training and Experience

- Must be between 19 and 30 years of age
- Knowledge of mental illness and an interest in the mental health field
- Experience working with youth.
- Must have computer skills and knowledge of Microsoft Office
- Must be able to work flexible hours
- Must have the mental and physical abilities to perform required duties
- Must have a car and a valid BC Driver's license
- Must be able to organize and work both independently and as a member of a multidisciplinary team
- In not a relation of the employer or board of directors.

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 wade.weston@cmhavernon.ca