



Job Title:	Wellness Education Coordinator
Facility:	Canadian Mental Health Association
Reports To:	Manager of Wellness and Rehabilitation Programs
Bargaining Unit:	BCGEU
Wage:	Grid 31 - \$29.32
Status:	Full-Time

ORGANIZATION OVERVIEW

The Canadian Mental Health Association (CMHA) Vernon & District Branch, which is part of a provincial and national organization, is a non-profit organization focused on promoting 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 support, and developing resources. We are committed to providing an environment free from prejudice, discrimination, and harassment. We strive to reflect the entire community in our volunteers and staff and promote equal access to our services.

JOB SUMMARY

The Wellness Education Coordinator will be responsible for the continued development and facilitation of CMHA's "Pathways to Wellness" Education Program which was developed based on the principles of the Recovery College Model. This program aims to decrease stigma by assisting individuals on their journey to increased wellbeing and improved mental health by providing education courses on mental wellness and mental illness. This position will prioritize the importance of collaboration; joining people with lived experience and learned experience to work together in an equity based, inclusive approach to co-create and co-facilitate educational courses. Our co-development model engages diverse individuals and organizations to create a broad yet unique coalition dedicated to improving mental health in our community. The Wellness Education Coordinator works alongside an Advisory Committee comprised of lived experience experts to identify potential course topics, advise and approve course curriculum and co-create guiding program documents such as Terms of Reference and Procedures. The Wellness Education Coordinator will also provide Community Education workshops to workplaces and organizations seeking information about mental health. This position will require flexibility to allow for program adaptations to meet the changing needs of our community and the strategic goals of CMHA Vernon.

DUTIES AND RESPONSIBILITIES

- Demonstrated commitment to fostering an equitable, diverse, and inclusive team environment
- Develops, implements, evaluates, and facilitates CMHA Vernon's "Pathways to Wellness" program to meet the diverse mental health needs of our community. Adapts



and modifies courses as needed.

- Responsible for program registration, promotion, curriculum development, facilitation, volunteer recruitment and training, preparing statistical reporting and evaluation documents.
- Promotes co-design and co-production and ensures effective communication between, and with major stakeholders and other community mental health service providers
- Co-facilitates educational content with a Lived experience expert and together they will both demonstrate the competencies of Recovery College which include: hope, collaboration, personal growth, recovery planning, communication, creativity, critical thinking, problem solving, managing information and capacity building
- Attend monthly staff meetings, Recovery College Community of Practice meetings and others community meetings and events as required and represents the organization in a professional manner.
- Work in partnership with the Peer Engagement Coordinator to promote the involvement of peers within CMHA's Pathways to Wellness Education Program
- Maintains contact with other local, provincial, and national Peer and Recovery College initiatives to evaluate the Pathways to Wellness program against the best practice and identified performance standards; making recommendations to the Manager of Wellness & Rehab Programs for changes when appropriate.
- Deliver other related external accredited workshops such as Living Life to the Full
- Provides ongoing support to the Advisory Committee and Co-facilitation volunteers and ensures that all program volunteers have the training and resources to meet their goals.
- Ensures the voice of the Advisory Committee is prioritized and guides program creation, delivery and maintenance.
- Drafts the programs operational policies, procedures and evaluation framework in collaboration with the Advisory Committee, and ensures that they are implemented and followed in both new and existing programs
- Coordinates Co-facilitation schedules and tracks and approves volunteer honorariums.
- Maintains a wait list of referrals to the various course offering as needed and gains feedback for future course topics through questionnaires, interest surveys, and research.
- Creates data collection tools to ensure appropriate program evaluation on a regular basis. Ensure that programming changes are made in a timely matter in response to data to ensure that we adapt to meet the changing needs of our community.
- 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.
- Book suitable venues as required and organize all materials and supports necessary.
- Assist with the grant writing and reporting process when applicable to apply for extra funding for new educational programs and initiatives.
- Assist with public education and events undertaken by the association and is involved in special projects such as the Awakening the Spirit Art Show and Mental Health Week events.
- Ensure monthly reporting is accurate, completed and delivered in a timely manner to the Manager of Wellness & Rehab Programs
- Works as a member of the larger Wellness & Rehab team and on occasion provides assistance and program support to other team members (For example: Peer Support,



- Intake, Kitchen/nutrition Program and Social/Recreation)
- Demonstrated commitment to fostering an equitable, diverse, and inclusive team environment
 - Attend training sessions that promote equity, diversity, and inclusion
 - Perform other related duties as required
 - Attend training sessions that promote equity, diversity, and inclusion

QUALIFICATIONS:

Education, Training & Experience

- Diploma in a social or health services discipline or an equivalent combination of education and experience
- Minimum of 2 years' experience facilitating adult Group Education with a psychosocial rehabilitation lens to individuals with serious and persistent mental illness
- Minimum of 2 years of direct experience working with individuals with a mental illness
- Working Knowledge of cognitive behavioral therapy principles and ability to translate them into non-clinical settings
- Demonstrated knowledge of workshop planning and group dynamics
- Demonstrated understanding of the principles of Recovery College
- Proficient skills in Microsoft 365
- Valid driver's license with clear drivers abstract. Comfortable driving CMHA vehicle to assist with transportation when needed

Skills & Abilities

- Demonstrated ability to foster an equitable and inclusive environment
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- Demonstrated ability to speak publicly and facilitate education sessions with complex topics
- Demonstrated ability to research content and develop curriculum
- Demonstrated ability to perform ongoing program evaluation, program improvement and demonstrated research skills
- Demonstrated ability to communicate effectively as a member of a multidisciplinary team using verbal, written and computer communication means
- Demonstrated ability to integrate and evaluate pertinent data from multiple sources to problem solve effectively
- Ability to plan, organize, and prioritize with excellent time management skills
- Organize and work independently and as a multidisciplinary team member
- Demonstrated ability to deal effectively with conflict situations and use non-violent crisis intervention and trauma informed techniques
- Ability to carry out duties and responsibilities of the position both physically and mentally.
- Ability to work a flexible work schedule such and evenings and occasional weekends.
- Ability to network and maintain a positive and professional working relationship with others such as community organizations, mental health providers 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.