



Job Title: Housing Program Assistant (Canada Summer Jobs)  
Facility: Canadian Mental Health Association  
Reports To: Director of Strategic Operations  
Wage: \$18.15/hr  
Status: 35hrs/week. Duration TBD (typically 8 weeks)

## 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 “Residential Facilities Assistant” will work as a member of an integrated team to help support individuals living in CMHA’s residential mental health program. This position will work alongside staff to provide support to residents in the development and maintenance of life skills, problem solving, healthy decision making, healthy skill building, and will facilitate activities that enhance overall mental wellness. This position will be directly supervised and mentored by the Nurse manager and lead Support worker.

## DUTIES AND RESPONSIBILITIES

- Assist residents with activities of daily living such as cooking instruction, cleanliness, and physical activities.
- Assist Nurse team lead with administrative duties such file audits, updating information and program delivery.
- Work with residential facility manager to develop new and innovative ways to get residents more involved in program delivery and meal planning.
- Assist with updating the facility policy manual.
- Works closely with the team to provide mental health and emotional support.
- All other related duties as required.
- Demonstrated commitment to fostering an equitable, diverse, and inclusive team environment
- Attend training sessions that promote equity, diversity, and inclusion



## **QUALIFICATIONS:**

### **Education, Training & Experience**

- Must be between 19 and 30 years of age
- Pursuing or completed post-secondary education in the Social Services field.
- Knowledge of mental illness and an interest in the mental health field
- Must have the mental and physical abilities to perform required duties
- Must have a valid BC Driver's license and clear driver's abstract
- Is not a relation of the employer or Board of Directors.

### **Skills & Abilities**

- Must have computer skills and knowledge of Microsoft Office
- Must be able to work flexible hours
- Must be able to organize and work both independently and as a member of a multidisciplinary team
- Demonstrated ability to foster an equitable and inclusive environment

**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)