



**Canadian Mental
Health Association**
Vernon & District
Mental health for all

Job Title:	Youth Education and Program Coordinator
Facility:	Canadian Mental Health Association
Reports To:	Foundry North Okanagan Manager
Bargaining Unit:	BCGEU
Wage:	\$29.32 - \$30.96 (Grid 31)
Status:	Full-Time (36 hours/week)
Job Posting Start Date:	February 29, 2024
Job Posting End Date:	March 7, 2024
Start Date:	TBD

ORGANIZATION OVERVIEW

The Canadian Mental Health Association (CMHA) Vernon & District Branch is a non-profit organization focused on promoting mental wellness in the community of Vernon and surrounding areas in the North Okanagan and is part of a provincial and national federation. 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 Youth Education & Programs Coordinator plans, promotes, and provides mental health education and wellness programs to youth in our community. This is to support all aspects of Mental Health to ensure youth have the strategies to thrive in our community. Goals include raising awareness to enhance understanding and empathy for those living with mental health concerns, reducing the stigma of mental illness, providing prevention-based education sessions for youth and youth leaders in schools and community organizations, equipping youth with the knowledge and tools to help manage their mental health and wellness and increasing community dialogue around the topic of mental health. Target groups and participants include youth and youth leaders, local schools within our community employers and workplaces, family members, first responders, and any individuals who will benefit by gaining knowledge on mental health, substance use and wellness. This position will make sure 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 Mental Health related educational courses to youth in a school setting.
- Deliver related external accredited workshops such as Living Life to the Full and Teen Mindfulness.



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- Maintain a database of presentations, workshops, and other activities for statistical reporting and evaluative purposes.
- Maintain relevant and current information of workshop materials.
- Develop workshop content for review and approval.
- Obtain participant evaluations.
- Assist in the preparation of the program budget and provides financial documentation when required.
- Plan facilitate and recruit for CMHA's in-house youth programming (Kids, Tween and Teen group).
- When applicable, complete youth suicide risk assessments and connect with appropriate resources.
- Incorporate youth peer support, mentorship, and local resources into programming.
- Book suitable venues when required and organize all materials and supports necessary.
- 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 and reported on all applicable programs
- Develop a youth advisory committee to ensure that we include the input and voice of youth from our community in the process of program creation, delivery, and program maintenance.
- Create data collection tools to ensure appropriate program evaluation on a regular basis. Ensure that changes to programming are made in a timely matter in response to data to ensure that we are able to meet the changing needs of youth and their families in our community.
- 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.

QUALIFICATIONS:

Education, Training & Experience

- Bachelor's degree in Human Service Field, specializing in youth, and or related experience of 5 years or more.
- Mental health presentation to youth experience of 1 or more years.
- Facilitating youth groups experience of 2 or more years with children as young as 7 years old.
- Program coordination experience of 2 or more year.
- Early Childhood Education is an asset.
- Lived experience is an asset.
- Proficient skills in Microsoft 365.
- Valid driver's license with drivers abstract. Comfortable driving CMHA Vehicle to assist with transportation when needed.

Skills & Abilities

- Demonstrated ability to develop content, deliver and evaluate



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- 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 physically and mentally carry out duties and responsibilities of the position.
- Ability to work a flexible schedule such as weekdays, weekends and or 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.
- 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