



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

Job Title: Georgette Store Coordinator
Facility: Canadian Mental Health Association
Reports To: Manager of Integrated Adult Services
Bargaining Unit: BCGEU
Wage: Grid 31, \$30.20 - \$31.89
Status: Temporary, Part-Time (Monday, Tuesday, Thursday)

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 Georgette Store Coordinator provides supervision, oversight and management of CMHA's thrift store operations to generate revenues to support CMHA's programs and services. The Store Coordinator supervises staff and volunteers, oversees sales, donations of merchandise, promotion of the store in the community, and internal fiscal controls. Provides volunteer and job training opportunities for individuals living with a mental illness and provides a safe, respectful and enriching environment for all participants.

DUTIES AND RESPONSIBILITIES

- Demonstrated commitment to fostering an equitable, diverse, and inclusive environment
- Attend training sessions that promote equity, diversity, and inclusion
- Support and encourage community volunteers and CMHA participants while volunteering in the Georgette shop
- Conducts and records monthly individual reviews and support sessions with participants to discuss goals, skill levels and the volunteer's participation in the Georgette shop
- Oversees the processing of donated items, manages the rotation of items and the disposal of donated items in a timely fashion
 - Processes include: sorting, tagging, displaying and disposing of donated items, providing leadership to volunteers and setting standards for merchandise.
- Manages supply inventory and completes purchase orders as necessary
- Provides assistance, direction, and support to all participants in the Georgette store and sorting room
- Maintain and increase knowledge of resale, thrift, consignment, and retail trends.
- Assess the store's needs for volunteers



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- Develop the schedules for community and CMHA volunteers to ensure the development of a daily schedule of volunteer coverage to maintain adequate personnel at the store to accomplish tasks and respond to customers
- Trains and supervises store volunteers and helps with the recruitment of volunteers
- Maintain current knowledge of agency policies and procedures as they relate to personnel; monitor volunteers for adherence to policies and procedures; take corrective action as necessary to ensure Volunteer is in compliance
- Oversees the display of the merchandise inside the store to enhance the appearance and appeal of the store
- Performs other related duties as required

QUALIFICATIONS:

Education, Training & Experience

- Post-secondary education in the human services field such as: Human Service Worker, Mental Health Worker, Psychosocial rehabilitation or equivalent
- Minimum of 2 years direct experience working with individuals with a mental illness
- Valid driver's license
- Clear driver's abstract
- Non-violent crisis intervention or equivalent
- Basic computer skills in word processing and data entry
- Criminal record check

Skills & Abilities

- Demonstrated ability to foster an equitable and inclusive environment
- 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
- Working knowledge of the principles of recovery in Mental Illness
- Ability to deal effectively with conflict situations and use non-violent crisis interventions
- 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 work schedule
- Display excellent time management skills
- Ability to supervise and provide leadership
- Network and maintain a positive working relationship with other agencies involved in participants' rehabilitation programs

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