



Canadian Mental Health Association
Cariboo Chilcotin Branch
Association canadienne
pour la santé mentale

EMPLOYMENT OPPORTUNITY – PLEASE CIRCULATE AND POST

The Crisis & Counselling Program
Is seeking a

PART-TIME SUPERVISOR

Summary of Job Description:

The Supervisor of the Crisis and Counselling Program is responsible to assist with the operation of the crisis line and for the provision of supportive counselling to persons in crisis or who require supportive counselling. .

Position starts: September 1, 2017 (negotiable)
Hours of work: 21 hours per week; flexible working hours
Starting Wage: \$ 21.63 per hour

Job Qualifications:

Education

- 2 year diploma in social work field (or equivalent)
- Crisis and Counselling training

Conditions of Employment:

- Must agree to undergo a Criminal Records Check

Competencies:

- **Delivers on Commitments**
Delivers on commitments to internal and external customers.
- **Planning and Organizing**
Plans and organizes time effectively to meet goals and timetables
- **Problem Solving**
Uses critical thinking skills to solve problems and achieve effective solutions and thinks outside of the box

- **Initiative**
Takes the initiative to identify new challenges or opportunities
- **Conflict Resolution**
Effectively manages conflicts to resolution
- **Respect for Others**
Encourages and respects diverse opinions and ideas
- **Relationships**
Develops strong, cooperative relationships
- **Communicating Information**
Communicates and discusses with team, critical information including rationale behind decisions

Skills, Abilities:

- Superior knowledge of community resources
- Excellent oral, written, training and interpersonal communication skills
- Ability to function independently
- Intermediate computer skills
- Interview and evaluate volunteers in cooperation with other staff
- Ability to facilitate/coordinate community education

Working Conditions:

- Flexible work hours
- Evening and weekend work may be necessary
- Ability to be available to staff/volunteers on a 24 hour rotation basis
- This position is required to act independently with little direct supervision.

Direct Reports:

- Counselling staff
- Crisis line volunteers

Applicants who have the Crisis Line training will be given first priority.

Closing Date: August 23, 2017 4:30 p.m.

Interview Date: August 29th and 30th (or as otherwise agreed upon)

Please email resume with cover letter to:

Janice Breck Crisis & Counselling Program Manager

Email: janice.breck@cmhawl.org

Telephone: 250-398-8220 ext. 2040