



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

EMPLOYMENT OPPORTUNITY – PLEASE CIRCULATE AND POST

Supportive Mental Health Training Coordinator

Summary of Job Description:

The **Supportive Mental Health Training Coordinator** is responsible for the development and facilitation of specific workshops, trainings, and events and as a community liaison for CMHA-CCB. The Coordinator will focus on decreasing the stigma associated with mental health and increasing knowledge and support directly and indirectly to those living, experiencing, or working with mental health.

Position starts: February 1, 2023

Hours of work: 35 hours per week

Starting Wage: \$25.00 - \$29.00 per hour plus benefits (relative to education and experience)

Job Qualifications:

- Must provide proof of immunization(s) against Covid-19 and consent to a criminal record check
- Degree or Diploma – Social Work, Psychology or Counselling, with 1-year recent related experience
- Proven ability in developing mental health training curricula, educational materials, and training tools
- Facilitation experience with group/individual training sessions via workshops, webinars, and public events
- Professional demeanour and appearance, both personable and approachable
- Excellent oral, written, and interpersonal communication skills
- Ability to work both independently and with a team
- Knowledge of relevant community resources
- Strong computer skills
- Excellent planning, organizational and record keeping skills
- Knowledge of working in a non-profit environment and maintaining a budget
- Flexible work schedule possibly some evenings or weekends required
- Ability to travel for facilitation in local communities
- Ability to travel for train the trainer opportunities
- This position is required to act independently with little direct supervision.

Job description is available upon request.

Applicants with the required qualifications will be given priority.

Only those applicants short listed will be contacted.

Closing Date: **January 18th 2023**

Please email or hand deliver **resume with cover letter** attention:

Heather Silvester

Director Supportive Mental Health Services

Canadian Mental Health Association

Email: heather.silvester@cmha.bc.ca

250 398-8220 (Reception)

201-35 Second Ave South Williams Lake BC V2G 3W3

Canadian Mental Health Association is committed to the fundamental principles of equal employment opportunity. We are committed to treating people fairly, with respect and dignity, and to offer equal employment opportunities based upon an individual's qualifications and performance – free from discrimination or harassment because of race, colour, ancestry, place of origin, political belief, religion, sex, sexual orientation, age, marital status, family status, physical or mental disability, or a criminal or summary conviction offence unrelated to a person's employment or intended employment.