



Employment Opportunity Community Education Coordinator

The Canadian Mental Health Association (CMHA) is the nation-wide leader and champion for mental health. CMHA facilitates access to the resources people require to maintain and improve mental health and community integration, build resilience, and support recovery from mental illness.

The PEI Division of the Canadian Mental Health Association requires the services of a qualified individual to work as **Community Education Coordinator**. The Community Education Coordinator is responsible for coordinating, facilitating and supporting the development/co-development and co-delivery of education, training and support programs, strategic initiatives and special projects that are client-focused, recovery-based, community-focused and stigma-reducing. The Community Education Coordinator reports to the Director of Community Education and Peer Supports.

This is a **one (1) Full-Time Employment (FTE) permanent position**. This position will be located at our Charlottetown office.

No. of Vacancy: 1 Full -Time Employment (FTE) permanent position

Salary of the position is 53,500\$ - 60,000\$ per year or 27.44\$ - 30.77\$ / hour (37.5 hours per week)

Principal Responsibilities

- Reporting
 - Report directly to the Director of Community Education and Supports
 - Contribute to the growth of the Program Area
 - Participate in regular meetings with the Director of Community Education and Supports
 - Assist in the daily operation of the office with administrative tasks
 - Perform other duties as required and work occasional weekends and evenings as needed
- Human Resources Management
 - Supervise Educators including daily activities
 - Provide direction and leadership to Community Educators
 - Work with Peer Case Management Coordinator to provide direction and support to Peer Support staff in their role as Educators
 - Work with the Director of Community Education and Peer Supports to implement staff performance reviews, mentoring, coaching, training and development
 - Contribute to an inclusive, healthy, and safe team-oriented environment
- Coordination
 - Support the sustainable growth priorities for the Program Area
 - Promote, organize, coordinate and support internal planning for the delivery of school-based, Recovery College and other programs
 - Coordinate activities for the delivery of school-based and other programs
 - Collaborate to manage relations with volunteers and coordinate volunteer activity in support of program delivery

- Manage and maintain a coordinated calendar for Community Education and Supports, working with the Peer Support Case Management Coordinator
- Oversee navigation supports and collection and review of this data for the organization (including database/intake process)
- Centralize the management of shared resources (e.g., educational materials)
- Maintain shared databases (e.g., volunteer management, waiting list for training/education programs, navigation supports and resources, database of all feedback on all programs) that adhere to policies, processes and procedures
- Ensure consistent evaluation, compilation and reporting of feedback for all programs
- Work with the Manager, Peer Support Manager and team to ensure strong integration and collaboration
- Work with the team and the organization on the development and implementation of special projects and strategic initiatives
- Education, Training and Supports
 - Collaborate on the implementation of the sustainable growth priorities of education and training programs
 - Support the development and growth of the Recovery College, school-based education and other models
 - Manage the co-development of school-based, Recovery College, and other programs under the leadership of the Director of Community Education and Supports
 - Incorporate different delivery models (e.g., e-learning, online, in-person, different times of day)
 - Facilitate and support the co-delivery of school-based programs
 - Facilitate and support the delivery/co-delivery of education programs within communities and workplaces, and through the Recovery College
 - Facilitate and support the delivery/co-delivery of specialized training for caregivers and professionals as well as self-help/group programs
 - Facilitate and support the delivery/co-delivery of community supports programs, special projects, and strategic initiatives
 - Facilitate and manage group dynamics and monitor individual and group needs
 - Work with the Community Education and Supports team and the broader CMHA-PEI organization on the development and implementation of new programs, special projects, and strategic initiatives that align with CMHA-PEI's purpose, values and priorities
 - Participate in training and certification to support the delivery of existing and new programs and courses
- Continuous Improvement
 - Ensure programs are delivered based on standards, policies, and procedures and other areas of compliance
 - Ensure alignment of programs, materials and resources with quality criteria and CMHA branding
 - Maintain accurate records of all work, including numbers and stories, to help define the program impact
 - Ensure the consistent collection, compilation and reporting of program feedback
 - Support collection, management and information sharing of feedback on programs, materials and resources
 - Provide information to support the evaluation of programs
 - Evaluate and monitor trends and community needs to support continuous improvement (e.g., content, presentation, facilitation, delivery method, other)
- Community Relations
 - Build and maintain a strong network of community partners to support collaborative care and referrals
 - Participate in and support the promotion and awareness of events

REQUIREMENTS

Education & Training:

- Relevant University or Bachelors' Degree (Social Work, Psychology, Education etc.)
- Master's Degree would be considered an asset
- Training specific to Mental Health (e.g. ASIST, Mental Health First Aid, safeTALK)

(Demonstrated Experience Equivalencies will be considered)

Experience:

- 3-5 years related experience in Education, Training, Research and Curriculum Development
- Experience managing staff and working in a team environment
- Experience working with diverse population and community agencies
- Experience working in and developing collaborative partnerships
- Involvement with volunteering and working within the education community
- Experience working with non-profit organization

Key Skills and Abilities:

- Ability and willingness to take a client-centered approach to service
- Excellent verbal and written communication skills
- Ability to deliver engaging community presentations and educational sessions online and in-person to a variety of audiences
- Ability to facilitate groups for social and educational purposes
- Knowledge of evidenced-based programs in the mental health field
- Excellent problem-solving, planning, organizational and time management skills
- Demonstrated ability to work effectively in a team leader capacity (leading, monitoring, and coaching)
- Demonstrated ability to be flexible in work assignments
- Sound knowledge and understanding of pertinent client support services and resources within the community
- Ability to work collaboratively with community partners
- Highly motivated self-starter with the ability to multitask, problem-solve and make decisions
- Strong research and analytical skills
- Ability to input data using documentation software, database files and evaluation tools
- Comfortable using social platform (i.e. Zoom, MS Teams etc.) and social media and new technology as needed

Other Requirements :

- Satisfactory and current criminal records check
- Valid driver's license and reliable vehicle required
- Driver's Abstract
- Flexibility to travel within the province on a regular basis
- CPR/First Aid

An asset to this position is a solid knowledge, sensitivity, and/or lived experience relating to the issues of mental health and addictions.

Hours of work: 37.5 hours per week. Some evening and weekend work will be required

Location: Charlottetown, PEI

Closing Date for Application: This job ad will remain open until the position is filled

Start Date: As soon as possible

Interested candidates should apply with their resume and cover letter by either mail or email to:

HR Coordinator

CMHA PEI Division

178 Fitzroy Street, P.O. Box 785,

Charlottetown, PE, C1A 7L9

Email: hr@cmha.pe.ca

(please indicate on subject line: 044 –HO Community Education Coordinator)

CMHA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

We thank all applicants who apply, however only those selected for an interview will be contacted.