



**Canadian Mental  
Health Association**  
Prince Edward Island

## **Employment Opportunity Community Educator – Kings County**

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 Educator for Kings County**. The Community Educator is responsible for the development/co-development and co-delivery of education programs and courses and specialized training that are client-focused, recovery-based, community-focused and stigma-reducing. The Community Educator reports to the Community Education Coordinator.

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

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

Salary of the position is 45,084\$ - 51,816\$ per year or 23.12\$ - 26.57\$ / hour (37.5 hours per week)

### **Principal Responsibilities**

- Reporting and Team-Environment
  - Report directly to the Community Education Coordinator
  - Participate in team meetings
  - Contribute to an inclusive, healthy, and safe team-oriented environment
  - Work with the Coordinator on the scheduling of activities (e.g., shared calendar, databases)
  - Assist in the daily operation of the office with administrative tasks
  - Perform other duties as required and work occasional weekends and evenings as needed
  
- Education, Training and Supports
  - Support the co-development of school-based programs and Recovery College programs, courses and materials
  - Deliver/co-deliver school-based education
  - Deliver/co-deliver education and training programs for communities and workplaces, and through the Recovery College
  - Deliver/co-deliver specialized training for caregivers and professionals as well as self-help/group programs
  - Deliver/co-deliver community supports and programs
  - Facilitate and manage group dynamics and monitor individual and group needs
  - Support the development and implementation of new programs, special projects and strategic initiatives
  - Participate in training and certification to support the delivery of existing and new programs and courses
  - Provide peer support and referrals, where appropriate

- 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
  - Find ways to generate efficiencies in the delivery of programs and courses
  - Gather feedback from delivery of all offerings and provide completed evaluations to the Coordinator for compilation, review and incorporation into future offerings
  - Support the Coordinator in maintaining accurate records of all work, including numbers and stories that may be helpful in communicating the program’s impact, and supporting program evaluations
  - Support the Coordinator with the monitoring of trends and community needs (e.g., content, facilitation, delivery)
- Community Relations
  - Build and maintain a strong network of peer support and community partners to support collaborative care and referrals
  - Participate in and support the promotion and awareness of CMHA activities and events (where appropriate)

## **REQUIREMENTS**

### **Education & Training:**

- Relevant University or Bachelors Degree (Social Work, Psychology, Education, Health Sciences etc.) or a community College Diploma in a related subject area (Youth Worker, Human Services, Adult Education etc. )
- Training specific to Mental Health (e.g. ASIST, Mental Health First Aid, safeTALK)

### **(Demonstrated Experience Equivalencies will be considered)**

### **Experience:**

- A minimum of 2 years of experience with program delivery, workshop facilitation, curriculum development and volunteer management or an equivalent combination of education and work experience

### **Key Skills and Abilities:**

- Strong interpersonal and networking 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 client support services and resources within the community
- Strong problem-solving, planning, organizational, and time management skills
- Research and program skills
- Ability to communicate effectively orally and in writing with clients, co-workers and partners
- Comfortable collaborating and working with a multi-disciplinary team
- High level of proficiency with MS Office
- Comfortable using virtual platform (i.e. Zoom, MS Teams, etc.) and social media and new technology as needed
- Flexible and willing to adapt to new roles and tasks as required
- Creative, innovative, and community-minded perspective

**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](mailto:hr@cmha.pe.ca)

**(please indicate on subject line: 058 –KC Community Educator)**

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.**