



**Canadian Mental
Health Association**
Prince Edward Island

Employment Opportunity Transitional Housing 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 a Transitional Housing Coordinator – *Transitional Housing Program*: A supported transition for individuals who require housing support and skill development to eventually live independently.

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 61,506 \$ - 67, 830 \$ per year or 31.54 \$ - 34.78 \$ / hour (37.5 hours per week))

Job Summary:

- Organizes and facilitates the day-to-day operations of Transitional Housing Program for individuals with complex mental health and addiction needs.
- Provides direct supervision to Transitional Housing Support Workers
- Builds relationships with the staff, individuals residing within the facility, referral agencies, service providers, and other key supports and services.
- Organizes activities, prepare and schedule work activities related to the program using a client-centered recovery oriented approach

Requirements:

Education:

- Relevant degree in Social Sciences (social work, psychology etc.)
- Master's Degree would be considered an asset

(Demonstrated Experience Equivalencies will be considered)

Experience:

- A minimum of 3 years experience working with clients with complex needs
- Experience working with community agencies
- Experience working in and developing collaborative partnerships
- Experience working in a supported housing environment

Key Skills and Abilities:

- An understanding and ability to work within a recovery-oriented program delivery model
- Sound Knowledge of the social determinants of health
- Excellent verbal and written communication skills
- Demonstrated ability to work effectively in a team leader capacity

- Demonstrated ability to be flexible in work assignments
- Sound knowledge and understanding of pertinent community services, policies and legislation
- Excellent organizational skills and the ability to work independently and within a team environment
- Ability to make decisions with minimal supervision
- Ability to work collaboratively with community partners
- Highly motivated self-starter with the ability to multitask in high pressure environment
- Ability to input data using documentation software, electronic client files and evaluation tools
- Innovative with excellent problem solving skills
- Knowledge of client support services and resources within the community
- Excellent assessment, crisis intervention, problem solving and organizational skills
- Ability to manage operations and facilities
- Demonstrated ability to supervise a large staff team
- Ability to complete evening on-call rotation

Other Requirements

- Vehicle and valid driver's license required (frequent travel within the community)
- A satisfactory and current criminal records check
- 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.

Other Assets:

Applied Suicide Intervention Skills Training (ASIST), Mental Health First Aid, Motivational interviewing, Non-Violent Crisis Intervention and the management of concurrent disorders

Hours of work: days, evenings, holidays and some weekends

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 covering 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: 068 –TH Coordinator)

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

This opportunity is only available for candidates legally entitled to work in Canada.

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