



**Canadian Mental
Health Association**
Prince Edward Island

**Employment Opportunity
Fitzroy Centre Clubhouse
Unit Coordinator – Administration Unit**

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 Unit Coordinator- Administration Unit at our Fitzroy Centre Clubhouse. Fitzroy Centre Clubhouse offers people who are experiencing mental illness various opportunities to develop and reach their personal goals for their rehabilitation.

This is a **one (1) Full-Time Employment (FTE) 6-month contract position with possibility of extension**. This position will be located at our Charlottetown office.

No. of Vacancy: 1 Full -Time Employment (FTE) 6 month contract position

(Salary of the position is 55,661.40 – 62,424\$ per year or 28.54\$ - 32.01\$ / hour (37.5 hours per week))

Job Summary:

- Organizes and coordinates the activities of the Administration Unit in the Fitzroy Centre Clubhouse.
- Provides program information to potential new members, students, community organizations, etc.
- Organizes, coordinates, and supports delivery of tours to potential new members, community organizations, and more
- Completes Intakes of new members to the Clubhouse, and provides additional program information
- Organizes, coordinates, and supervises student placements
- Ensures compliance with International Clubhouse Standards.
- Provides direction and leadership to program staff and members
- Provides psychosocial rehabilitation supports with an emphasis on wellness
- Builds relationship with staff, members, referral agencies, service providers, landlords, and other key supports and services.
- Organizes the activities, schedules, and work plans related to the project and activities while adhering to International Standards for Clubhouse Programs
- Works with staff and members in the completion of activities and special projects.
- Maintains confidentiality of information

Requirements:

Education:

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

Experience:

- A minimum of 3 years' experience working with individuals with complex needs
- Experience working with community agencies
- Experience working in and developing collaborative partnerships

***Demonstrated Experience Equivalencies or an equivalent combination of education and work experience will be considered**

Key Skills and Abilities:

- An understanding and ability to work within a recovery-oriented program delivery model
- Strong leadership skills
- Strong organizational and problem-solving skills
- Highly motivated and shows initiative
- Strong interpersonal skills, including active listening, written and verbal communication, and a positive attitude
- Knowledge and understanding of the Clubhouse model
- Ability to work collaboratively and effectively with colleagues, as well as to work independently with minimum supervision
- Ability to assist in the proposals, development and implementation of programs
- Sound knowledge of the social determinants of health
- Excellent computer skills with working knowledge of MS Office programs
- Awareness of social supports and services within the community
- Ability to work effectively with volunteers and community agencies

Physical Requirements:

- Must be able to do some lifting up to 20 lbs.
- Must be able to work within close proximity to co-workers, clients/ members
- Must be able to stand, walk, and sit for extended period of time
- Must be able to stoop, kneel, bend, and crouch
- Must be able to climb ladders/stairs
- Must be able to reach with hands and arms
- Must be able to work indoor and outdoor for activities/programming with co-workers, clients/members

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: 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 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: 071 –FCC Unit Coordinator –Administration Unit)

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.