



**Canadian Mental  
Health Association**  
Prince Edward Island

**Employment Opportunity  
Notre Dame Place Clubhouse  
Mental Health Worker - Employment  
Unit (At Work)**

The Canadian Mental Health Association (CMHA) is 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 Mental Health Worker – Employment Unit (At Work)- Notre Dame Place Clubhouse. The At Work Program provides supported employment services to individuals who have complex service needs related to mental health illness and who want to find competitive employment. This position will be located at our Summerside office.

This is a **one (1) Full-Time Employment (FTE) contract position until March 31, 2026**

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

Salary of the position is 45, 985.68\$ - 52,852.32\$ per year or 23.58\$ - 27.10\$ / hour (37.5 hours per week)

**Job Summary:**

- Provides support to members following the Clubhouse Model, and abiding by Clubhouse Standards.
- Determines with clients what services are needed to meet employment needs and career goals
- Handles and manages assigned At Work projects and activities.
- Provides appropriate and relevant labor market information, job fairs, etc. to assists clients in their job search
- Trains and assists clients in the use of job search engines, and other online job tools, as well as online training opportunities.
- Evaluates and provides appropriate crisis support and interventions to clients.
- Creates and facilitates activities for clients that promote wellness, employment readiness and independent living skills
- Monitors the safety and security of clients and takes appropriate actions and reports accordingly any security issues that arise
- Collaborates and develops partnerships with community organizations and government agencies for referral of clients as to available services
- Ensures proper documentation by keeping an accurate and up to date record of employment and educational supports provided to each individual served.
- Maintains confidentiality of information

**Requirements:**

Education:

- Relevant undergraduate degree (Social Sciences, Social Work, Psychology etc.)

**Experience:**

- Experience working in the Mental Health field is essential
- An asset to this position is a solid knowledge, sensitivity and/or personal experience related to mental illness and mental health

**Key Skills and Abilities:**

- An understanding and ability to work within a recovery-oriented program delivery model, following the Clubhouse International Standards
- Strong organizational and problem solving skills

- Highly motivated and show initiative
- Strong interpersonal skills, including active listening, written and verbal communication, and a positive attitude
- Ability to work collaboratively and effectively with colleagues, as well as to work independently with minimum supervision
- Strong collaborative case management skills, including goal planning and advocacy
- Ability to assist in the development and implementation of programs
- Strong knowledge and understanding of mental illness and mental health
- Awareness of social supports and services within the community
- Ability to work effectively with community agencies and volunteers
- Computer skills with working knowledge of Microsoft Office software relevant to administrative and clerical work

**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 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:**

- Valid driver's license, access to reliable vehicle and good driving record are essential
- 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), Motivational interviewing, Non-Violent Crisis Intervention and the management of concurrent disorders

**Hours of work:** 37.5 hours per week. Some evening work maybe required

**Location:** Summerside, 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: 087-NDP At Work)**

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.**