



**Canadian Mental
Health Association**
Prince Edward Island

Employment Opportunity Director of Community Education & Peer Supports

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 Director of Community Education and Peer Supports. The Director of Community Education and Peer Supports is responsible for overseeing the strategic growth and development of education, training and support programs, strategic initiatives and special projects that are client-focused, recovery-based, community-focused and stigma-reducing. The Director is a member of the CMHA-PEI Leadership Team and reports to the Executive Director.

This is a **1 FTE 12-month (+/- 1 or 2 months) contract position**

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

Salary of the position is 83,729.31\$ - 89,884.32\$ per year or 42.94\$ - 46.09\$ / hour (37.5 hours per week)

Job Summary:

- Participate as an active member of the Leadership Team
- Contribute to the strategic direction and priorities of CMHA-PEI
- Promote and support an inclusive, healthy, safe and sustainable organizational culture
- Work with the Leadership Team to strengthen collaboration and integration between Programs Areas and Division Office
- Develop and implement annual plans for the Program Area
- Align priorities and resources with CMHA's purpose, values and priorities
- Ensure consistent implementation of CMHA-PEI policies, processes, and procedures
- Support policy development and implementation related to the organization as a whole and the area of responsibility
- Prepare reports to the Executive Director to inform decision making
- Perform other duties as required and work occasional weekends and evenings as needed

Requirements:

Education & Training :

- Relevant Masters' degree in the Human Services/Health Sciences field or other related discipline
- Relevant University or Bachelors Degree (Community Development, Social Work, Psychology, Education, Health Sciences etc.)
- Training specific to Mental Health (e.g. ASIST, Mental Health First Aid, safeTALK)

Experience:

- A minimum of 5 years' experience in a senior role/position providing management consultation, and mentoring support to program managers and staff.
- Experience in program development, implementation, strategic planning and project management.
- Knowledgeable and experienced in developing collaborative partnerships with: community based, non-profit, client service agencies; government liaisons; funders; external partners, and stakeholders.
- Experienced with, and awareness of, research issues and need for evidence-informed and evidence based programming.
- Experienced in writing proposals, research, literature review, and report writing.
- Experience working with diverse communities

Key Skills and Abilities:

- Demonstrated ability to work effectively in a leadership capacity.
- Demonstrated ability to provide management oversight and support to various teams.
- Excellent assessment, crisis intervention, problem solving
- Strong organizational skills and attention to detail
- On-going ability to review, evaluate, report, and adapt programs as necessary.
- Sound knowledge of the social determinants of health, housing models, peer support models, and the clubhouse model.
- Highly motivated, adaptable self-starter with the ability to multitask in a high pressure environment.
- Demonstrated ability to be flexible, collaborative, and work in a team environment, at multi-levels.
- Sound knowledge and understanding of pertinent community services and supports.
- Excellent verbal and written communication skills.
- Strong work ethic and commitment to stay accountable to the professional standards and expectations of the organization
- Understanding of/personal experience with mental illness/mental health challenges would be an asset.

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: Director of Community Education and Supports work out of a regional CMHA PEI office (Montague, Charlottetown, Summerside, West Prince) and provide service for the entire region. Director of Community Education and Support may also be required to support initiatives in other regions of the province.

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: 094 –CFS Dir. Of Community Education and Peer Supports)

CMHA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Accommodations are available throughout the recruitment process. If you require accommodations for interviews or other meetings, please advise when submitting your application

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.