



**Canadian Mental
Health Association**
Prince Edward Island

**Employment Opportunity
Program Director- Notre Dame Place Clubhouse
Summerside, PEI**

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 Program Director at our Notre Dame Place Clubhouse in Summerside, PEI. Notre Dame Place Clubhouse is a psychosocial rehabilitation center for adults living with mental illness. Notre Dame Place believes that the focus should be on the strengths of all individuals and on mental wellness, and not mental illness.

The Program Director works under the direct Supervision of the Executive Director & Regional Director. The Program Director is responsible for overseeing all aspects of Notre Dame Place Clubhouse including supervision of staff and budgets. The Program Director is responsible for overseeing both community and program development.

This is a **one (1) Full-Time Employment (FTE) 12-month (+/- 1 or 2 months) contract position**. This position will be located at Summerside.

No. of Vacancies: 1 Full -Time Employment (FTE)

Duration: 12-month (+/- 1 or 2 months) contract position.

Salary of the position is 63,990.84\$ - 70,570.33\$ per year or 32.82\$ - 36.19\$ / hour (37.5 hours per week)

Job Summary:

- Evaluates individual and over-all team performance on a regular and on-going basis.
- Ensures a secure and safe environment for staff and members.
- Ensures adequate number of staff to cover service delivery.
- Collaborates, communicates, and develops partnerships with volunteers, community organizations, and government agencies.
- Provides and reports relevant information to the Advisory Committee, Regional Director, and Executive Director in a timely and organized manner.
- Ensures required reports and documents, pertaining to important aspects of the Notre Dame Place Clubhouse, are prepared as necessary.
- Ensures adequate control and accounting of all incoming and outgoing money (e.g. funds, budgets, petty cash etc.) related to Clubhouse.
- Performs administrative tasks such as personnel records, filling of forms (e.g. Timesheets, Mileages etc.) and other government forms.
- Implements and maintains policies and procedures in compliance with the International Centre for Clubhouse Development Standards.
- Participates in Canadian Clubhouse Coalition meetings and Advisory Meetings.
- Oversees the maintenance of the entire facility and supplies management (e.g. office and cleaning supplies etc.).
- Other duties as required.

REQUIREMENTS

Qualifications

Education:

- Relevant degree in Social Sciences (social work, psychology etc.)

- Master's Degree would be considered an asset

Experience:

- Minimum of 3 years work experience in a Supervisory or Management capacity
- Experience working with clients with complex needs , Mental Health field is essential
- Experience working with community agencies and developing collaborative partnerships

***Demonstrated equivalencies of education or experience will be considered**

Key Skills and Abilities

- Strong organizational and interpersonal skills
- Good written and verbal communication skills
- Ability to work independently and with minimal supervision.
- Ability to lead a team and meet set goals and deadlines.
- Strong interpersonal and problem-solving skills
- Demonstrated ability to be flexible in work assignments
- Sound knowledge and understanding of pertinent community services, policies and legislation that pertain to potential clientele on Prince Edward Island
- 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 and self-starter with the ability to multi-task 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

Other requirements:

- Satisfactory and current criminal records check
- Flexibility to travel within the province on a regular basis
- Valid driver's license and reliable vehicle required (frequent travel within the community)
- Non-violent crisis intervention, CPR and First Aid are an asset

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 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

(please indicate on subject line: 098 –Program Director NDP)

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.