



Peer Supports and Housing Coordinator

Job Posting

Job Title: Peer Supports and Housing Coordinator
Position Type: Permanent Full-time
Hours: Monday – Friday 8:30am – 4:30pm
Salary/Wage: \$41,061 - \$55,654
Closing Date: July 31, 2018

Organization Summary

CMHA-Edmonton is a non-profit organization that envisions mentally healthy people in caring communities. We increase awareness and understanding of mental health, mental illness, recovery, and suicide prevention through education. We support the resilience and recovery of people in distress including those affected by mental illness or suicide by providing crisis intervention; safe, long-term and affordable housing; peer connections; suicide grief and family support; advocacy and wayfinding; and providing opportunities to improve your wellness.

Join us and make a difference in the lives of individuals and families affected by mental illness and stressful situations including abuse, violence, and suicide.

Job Summary

Reporting to the Manager, Housing Services, the Peer Supports and Housing Coordinator is responsible for assisting with the activities necessary to ensure the effective and efficient operation of Practical Supports, Peer Connections, Wellness Network and Housing Program. This includes activities such as face to face support and supervision of front line staff, coordination of front line staff projects and tasks, staff scheduling and housing administration.

Qualifications/Experience

- Post-secondary Diploma or Degree in a related Human Services program
- Minimum of 1 year of previous experience supervising staff and/or working directly with volunteers
- Previous property management experience is considered an asset
- Recent community mental health and case management experience preferred
- Current registration with a professional body (as appropriate)
- Acceptable attainment and maintenance of a Police Information Check with a Vulnerable Sector Check and an Intervention Record Check

Skills/Abilities

- Positive, helpful attitude towards assisting clients
- Strong interpersonal, verbal and written communication skills
- Ability to set boundaries with clients, deal with difficult situations and respond in a composed manner
- Demonstrated understanding of: mental health; mental illness and recovery; information and referral services; and crisis intervention
- Knowledge and skills of advocacy, empowerment, and mental health recovery principles

- Knowledge of and abilities to access and utilize mental health resources and networks
- Ability to work independently in a stressful environment, set priorities, meet deadlines and allocate time and resources effectively
- Organizational and problem solving skills
- Ability to effectively use Microsoft Office
- Ability to deal effectively with the public and community agencies and maintain good public relations

Apply, with cover letter and resume, to:

hr@cmha-edmonton.ab.ca

CMHA values diversity and welcomes applications from First Nation, Inuit and Metis, New Canadian, racialized, differently abled and LGBTTTQIA+ communities.

We thank everyone for their interest and will only reply to those individuals who will be contracted for an interview.

Thank you for making mental health matter.