

HEADSTRONG Provincial Coordinator

Job Posting

Job Title: HEADSTRONG Provincial Coordinator
Position Type: Full-time (2 year) contract
Hours: Monday – Friday 8:30am – 4:30pm (occasional evening and weekend work required)
Salary/Wage: \$51,954.00 - \$62,002.00
Closing Date: 12:00 pm (noon) September 7, 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 Community Engagement, the HEADSTRONG Provincial Coordinator is responsible for developing and maintaining professional partnerships regionally and provincially, including with our Indigenous peoples. The HEADSTRONG Provincial Coordinator will provide ongoing HEADSTRONG training and support to regional community stakeholders throughout the province of Alberta. A minimum of 28 HEADSTRONG summits and regionally based school activities will be delivered over a two-year period. Ensuring sustainability is a strong focal point of the project from the outset.

The HEADSTRONG Provincial Coordinator will also work with guidance from the HEADSTRONG National and Western Coordinators and will report to the Opening Minds section of the Mental Health Commission of Canada.

Qualifications/Experience

- Related post-secondary Diploma or Degree in a relevant field (health, human services, education)
- Five years' experience in a youth serving system
- Passion for eliminating stigma and enhancing mental health and wellness in youth populations
- Group leadership and facilitation skills
- Experience with project coordination/management
- Experience in budget management, event planning and reporting to funders
- Acceptable attainment and maintenance of a Police Information Check with a Vulnerable Sector Check and an Intervention Record Check
- Knowledge or experience with HEADSTRONG an asset

Skills/Abilities

- Strong interpersonal, verbal and written communication skills
- Keyboarding skills and the ability to effectively use Microsoft Office
- Ability to work effectively in a stressful environment, deal with difficult situations and respond in a composed manner
- Positive, helpful attitude towards assisting others
- Demonstrated understanding of: mental health; mental illness; recovery; substance misuse and suicide prevention

- Ability to work independently, in a team environment and as well as provide support and leadership to community collaborations
- Ability to set priorities and allocate time and resources effectively
- Organizational, time management and problem solving skills
- Demonstrated abilities and initiative in completing tasks and projects
- Ability to provide constructive and positive feedback to others and be able to accept the same
- Ability to be empathetic, assertive and non-judgmental when assisting others
- Ability to travel throughout the province

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 LGBTTQIA+ 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.