



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

CMHA Ambassador Volunteer Services

Purpose:

The Volunteer Services Ambassador supports a variety of administrative functions of the Volunteer Services program, helping with screening volunteers, maintaining up-to-date records for volunteers and assisting to create a welcoming environment for prospective volunteers.

Tasks:

- Conduct telephone interviews
- Conduct reference checks (telephone and online)
- Assist with information sessions/group interviews
- Maintain accurate volunteer records on the Volgistics database
- Other tasks as required

Time Commitment:

- 3-4 hours per week
- Hours may vary and could include work during the day, evening, or weekends.
- 6 month commitment

Skill and Knowledge Requirements:

- Desire to be helpful
- Ability to follow instructions
- Attention to detail
- Understanding of mental health and recovery
- Engaging and outgoing personality
- Punctual and reliable
- Representation of a professional and respectful image
- Non-judgmental attitude and good communication skills (verbal and written)
- Ability to work independently with minimal supervision.

Other Requirements:

- Experience working with databases, Microsoft Office including Word, Excel, and Power Point.

Training and Skill Development:

- Agency Orientation
- Job specific training
- Monthly in-services on matters related to mental health, mental illness and recovery

Screening:

- Application Form
- Interview
- Police Information Check with Vulnerable Sector Check
- Reference Checks

Supervision:

- Volunteer reports to the Volunteer Resources Coordinator

Working Conditions:

- Volunteers work in a professional office environment
- Volunteers will work in a professional office setting that is wheelchair accessible

Volunteers will embody the vision, mission and values of CMHA Edmonton**Our Vision**

Mentally healthy people in caring communities.

Our Mission

Building healthy and resilient communities by providing mental health services, education resources, and crisis intervention.

Our Values

Social justice and inclusivity
Empathetic, respectful relationships
Collaboration and partnerships