



Community Resource Specialist – Database Curator

Job Posting

- Job Title:** Community Resource Specialist – Database Curator (CRS-DC)
- Position Type:** Temporary Full-Time Contract, Remote (3 positions available)
- Locations:** The 3 remote CRS-DCs will ideally be based in southern, east central, and either northwestern or north central Alberta.
- Hours:** Monday – Friday 8:30am – 4:30pm, ending March 31, 2020
- Wage Range:** \$22.56 - \$31.50 per hour
- Closing Date:** Open until a suitable candidate is found.

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 Team Lead, 211 Community Resource Database, the Community Resource Specialist – Database Curator (CRS-DC) will work remotely and is responsible for implementing activities relevant to the expansion of 211 services across Alberta, including visiting or connecting with organizations in new service areas and adding new listings to the 211 database of community resources. 211 is a 24-hour information and referral line that connects people to community services such as non-emergency social, health and government services. The position is part of a team that manages the information and referral data utilized by 211, while ensuring adherence to required AIRS accreditation standards. The CRS-DC identifies and researches new and updated community services information to respond to the changing needs and resources of communities in Alberta.

Qualifications/Experience

- Related post-secondary diploma or bachelor's degree preferred
- Minimum 1 year of experience in a data entry/administrative support role that included proof-reading, editing documents or records management and/or experience developing relationships with community organizations and stakeholders
- Valid Class 5 Alberta Driver's License or equivalent
- Acceptable attainment and maintenance of a Police Information Check with a Vulnerable Sector Check and an Intervention Record Check
- Successful Completion of Gender Based Analysis + Training and Brain Story Certification are an asset
- Knowledge of database principles, including taxonomy, is an asset

Skills/Abilities

- Strong interpersonal, verbal and written communication skills
- Ability to proof read materials in different formats and utilize editing skills to make information clear and concise
- Ability to work independently, set priorities and meet deadlines in a stressful environment
- Organizational and problem-solving skills with a keen attention to detail, a high degree of accuracy, and excellent time management skills
- Ability to maintain effective, cooperative working relationships with other staff and volunteers
- Ability to liaise effectively with community agencies and maintain good relationships
- Ability to research, assimilate, organize, analyze and summarize information
- Typing skills and the ability to effectively use Microsoft Office and other program software
- Ability to work independently and in a team environment
- Ability to set priorities and allocate time and resources effectively
- Organizational, time management and problem solving skills
- Demonstrated initiative in completing tasks and projects
- Ability to provide constructive and positive feedback to others and be able to accept the same

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.