



**Canadian Mental  
Health Association**  
Edmonton  
*Mental health for all*

CMHA values diversity and welcomes applications from First Nation, Inuit and Metis, New Canadian, racialized, differently abled and 2SLGBTQIA+ communities.

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### ***CMHA Living Life to the Full Co-Facilitator***

**Purpose:**

*The Living Life to the Full Co-Facilitator will support CMHAs mission, vision and values by supporting the course Facilitator. Volunteers will perform administrative duties and participate in virtual sessions for the duration of the course.*

**Tasks:**

- Create zoom links and distribute to course participants
- Track attendance
- Follow up with participants who miss sessions
- Provide some technical support
- Monitor chat during the session and follow up with any participants who leave.

**Time Commitment:**

- 2-3 hours per week
- 10 week course- candidate **MUST** be able to commit to the full course

**Skill & Knowledge Requirements:**

- Proficient in Zoom
- Engaging and outgoing personality
- Previous public speaking experience is an asset
- Punctual, reliable, non-judgemental, warm and empathetic
- Great understanding of mental health and recovery

**Other Requirements:**

- A computer with reliable internet connection, camera and microphone
- Confidential e-mail
- A personal cell phone to communicate with clients if needed
- Must be able to provide proof of Covid-19 Vaccination

**Training & Skill Development**

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



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**Screening:**

- Application Form
- Face-to-Face or Telephone Interview
- Police Information Check with Vulnerable Sector Check
- Reference Checks

**Supervision:**

- Volunteer reports to the Volunteer Resource Coordinator

**Benefits:**

- Volunteer recognition activities throughout the year
- Recognition for years of service
- Invitation to the CMHA Annual General Meeting
- Monthly volunteer newsletter

**Working Conditions:**

- This position is virtual

**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