

**Canadian Mental Health Association  
Shuswap / Revelstoke Branch  
Job Description**

**Job Title** – Wellness Coordinator – Casual Position

**Areas of responsibility** – Wellness Programs / Thrift Shoppe

**Work area** – Salmon Arm, BC

**Reports to** – Manager of Wellness Programs & Innovation, Executive Director

**Bargaining Unit** – HEU, Community Sub-sector

**Classification** – Grid 31

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**Job Summary:**

Assist people with managing their mental health to achieve and maintain their fullest potential. Develop, implement, evaluate, and participate in activities to meet participants' life skills and social needs.

**Typical Duties and Responsibilities:**

- Provides orientation to wellness program opportunities and collaborates with participants to identify interests.
- Promotes participant involvement in activities and provides skill development and mentoring to address social isolation.
- Collaborates with participants to support their goals, skills, and participation in wellness activities.
- Maintains all necessary records, (statistics, progress reports, activity plans, etc.) attends meetings and performs other assigned clerical duties associated with the Wellness Programs.
- Receives participant feedback, inquires, and complaints and responds as required.
- Performs other related duties as assigned.

## **Qualifications**

- Undergraduate degree in Social Sciences, Human Services Worker Certificate, or Psycho-Social Rehabilitation Certificate
- Valid Class 5 BC Driver's License
- Certificates in CPR, First Aid, Non-Violent Crisis Intervention and Food Safe
- Knowledge of mental illness and principles of rehabilitation theory
- Knowledge of work area responsibility – building maintenance, janitorial, computers, and wood products
- Combination of education and experience determined to be reasonable and relevant to the level of work

## **Typical Skills and Abilities**

- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Must be able to establish and maintain a positive rapport with participants and team members
- Ability to operate related equipment
- Ability to communicate effectively, both verbally and in writing
- Ability to organize and prioritize
- Ability to observe and recognize changes in participants
- Ability to facilitate, instruct, and empower others
- Ability to analyze and resolve problems
- Conflict resolution and crisis intervention skills
- Positive advocacy skills
- Must be agreeable to a flexible work schedule
- Must be proficient in computer technology
- May have to use personal vehicle
- Must be self-directed to plan work activities and set goals for the program
- Evidence of appropriate grooming and manner of conduct
- Good physical and mental health