

**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

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
- We follow the Provincial Health Orders and require proof of double vaccination of COVID19