



YMCA Employment Opportunities

Opportunities to learn, lead, and grow.

Mental Wellness Programs Coordinator

Position: Mental Wellness Programs
Coordinator

Location: Kamloops, BC

Compensation: \$29 per hour

Schedule: 24—35 hours/week; incl. eve-
nings & weekends, as needed.

Application deadline: September 18,
2023

Placement date: October 2023

Job Description:

Reporting to the Director of Mental Wellness Programs and the Director of Community Services, the Mental Wellness Programs Coordinator will work collaboratively with other staff, volunteers, and participants. The Mental Wellness Programs Coordinator is responsible for screening new participants, responding to inquiries and for delivering a variety of mental wellness program sessions within Kamloops and/or surrounding communities. If program participants require additional support, the Mental Wellness Programs Coordinator would find appropriate referrals in collaboration with other staff members. The Mental Wellness Programs Coordinator is also encouraged to identify areas of growth and development for future mental wellness programs for youth and young adults.

Major Responsibilities:

- Monitor and respond to all program inquiries.
- Administrative duties; including updating spreadsheets and waitlists, organizing supplies, collecting and mailing off program evaluations, creating mental wellness newsletter.
- Marketing and recruitment; including outreach to community partners, organizing and attending community events, managing mental wellness social media posts, distributing posters in the community, attending marketing meeting.
- Attend YMCA BC – Kamloops meetings as needed.
- Support Directors with co-facilitating training for new staff and partnerships, if needed.
- Conduct research as needed for grants/funding opportunities.
- Develop and maintain special community partnerships.
- Intake and assessment of program applicants at information sessions.

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- Facilitate group sessions and create a warm, welcoming and safe group environment.
- Prep and prepare for group sessions.
- Attend pre-program training & post- program debrief meeting.
- Support applicants and participants to contact appropriate referrals to community agencies.
- Maintain an atmosphere of achievement that inspires self and others to succeed at the highest levels.
- Ensure the safety of all members, participants, staff, and property by following YMCA standards/policies/procedure.

Qualifications:

- Bachelor's degree in a mental health field such as Psychology, Counselling, Social Work required.
- Master's degree in mental health or Counselling related field/ equivalent combination of experience and education an asset.
- Familiarity with the Acceptance & Commitment Therapy (ACT) is an asset.
- Experience conducting intakes and assessments.
- Experience leading group Mindfulness Practices is an asset.
- Mental Health First Aid Certificate an asset.
- Demonstrated ability to make sound judgments and decisions; effective prioritizing and problem-solving skills.
- Exceptional interpersonal, communication and conflict resolution skills.
- High degree of independence and initiative within a team environment.
- First Aid/CPR-C certificate required.

Competencies:

- Commitment to YMCA Mission, Vision and Values
- Service Attitude
- Relationship Building
- Welcoming
- Quality Focus
- Adherence to the YMCA Child Protection Policies and Procedures

Application Process:

Please apply in writing, with cover letter and resume to:

Romina Wachholz – Co-Director of Mental Wellness

E-mail: romina.wachholz@bc.ymca.ca

Please include a cover letter, resume, 3 professional references and a copy of current first aid and any applicable certificates.

**Application Deadline:
September 18, 2023**

KamloopsY.ca

Building healthy communities

400 Battle Street, Kamloops BC
150 Wood Street, Kamloops BC