



YMCA Employment Opportunities

Building healthy communities

MENTAL WELLNESS DEPARTMENT

Position: Temporary Mental Wellness Programs Coordinator

Location: John Tod Y Kamloops BC

Compensation: \$29 per hour

Schedule: 35 hours/week; incl. evenings & weekends as needed. Possibility to add additional hours in facilitation.

Application deadline: June 21st 2024

Placement date: July 2024 End Date:

Mental Wellness Programs Coordinator Job Description:

Reporting to the Manager of Mental Wellness, the Temporary Mental Wellness Coordinator will work collaboratively with other staff, volunteers, and participants. The Mental Wellness 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 Coordinator would find appropriate referrals in collaboration with other staff members. The Mental Wellness Coordinator is also encouraged to identify areas of growth and development for future mental wellness programs for youth and young adults.

Major Responsibilities:

- Monitoring and responding 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 Manager and other Coordinators with co-facilitating training for new staff and partnerships, if needed.
- Conduct research as needed for grants/funding opportunities.

- Develop and maintaining community partnerships.
- Intake and assessment of program applicants at information sessions.
- 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 or 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 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:

Jenna Nickle, Manager Mental Wellness

Email: jenna.nickle@bc.ymca.ca

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