



Program:	Youth Awareness
Position Title:	Youth Awareness Coordinator (Let's Talk)
Position Location:	Owen Sound
Employment Status:	Temporary Full Time (12 months)
Number of Positions:	1
Reporting Relationship:	Youth Awareness Supervisor
Union Representation:	n/a
Posting Reference #:	2021-04

Let's Talk is an in-classroom wellness presentation for Grades 6 to 8. The program covers mental health, healthy relationships, the media, physical health, healthy eating, coping strategies, goal setting and a final celebration day.

Duties & Responsibilities

Provide the Let's Talk/YouthNet program locally

- Update and disseminate Let's Talk/YouthNet program materials
- Book, prepare and deliver Let's Talk/YouthNet presentations with the local schools
- Do No Harm - Follow policies and procedures to keep local youth safe during and after presentations
- Investigate partnerships to provide mental health awareness to youth in other settings in Grey and Bruce counties
- Maintain and provide up to date youth-friendly resource information
- Participate in awareness building presentations such as MH awareness campaigns, exam stress busting activities, school events, etc.

Administration

- Administer and manage program evaluation documentation
- Provide program updates to stakeholders such as teachers, school administration staff, and program partners
- Compile program statistics
- Manage and work within approved program budget
- Assist in compiling regular Youth Awareness team report to CMHA Board of Directors
- Provide reports to funders as required

Program and Mental Health Awareness Promotion

- Work with the Media Relations coordinator and Youth Awareness Supervisor to promote the Let's Talk programs and other public relations information related to CMHA Grey Bruce and Youth mental health
- Manage and update the Let's Talk/YouthNet Facebook and other social media pages
- Maintain up to date resources for awareness events such as health fairs, etc.
- Participate in local youth-friendly events and activities
- Maintain up to date program information on the CMHA agency website
- Attend partnership and networking table meetings such as the WE C.A.R.E. Grey Bruce project, Interagency Committee, Youth Engagement Committee, etc.

Volunteer and student management

- Provide performance supervision to youth facilitators
- Research and co-ordinate ongoing training for youth facilitators and other youth volunteers
- Arrange and lead regular Let's Talk/YouthNet volunteer team meetings

Fundraising

- Work collaboratively with the CMHA fundraising coordinator and Youth Awareness Supervisor to implement fundraising strategy
- Complete reports for funders as required
- Research and identify funding sources

Knowledge & Skills:

- Exceptional public speaking and interpersonal skills and thrives in a team member
- Prior experience and a passion for working with teens and youth ages 12 to 25

- Experience with program planning
- Ability to supervise, manage the time and efforts, and maintain the safety of program students and volunteers
- Knowledge and understanding of the need to have techniques and strategies in place for maintaining one's own good mental health
- An affinity for working and collaborating with community agencies, stakeholders and the general public
- Computer literacy – word processing (Word), email, web research, PC and Laptop
- An understanding and commitment to the values and vision of CMHA Grey Bruce
- A great sense of humour and ability to balance the seriousness of the work with maintaining one's own good mental health and wellness

Qualifications:

- College diploma in Social or Health Services or Education
- Minimum of 3 years experience working in the education, social services or related health care field
- An understanding and overall comfort of the literacy and promotion of good mental health
- Current First Aid and CPR certification
- Either have completed or have a willingness to complete suicide intervention skills training (such as SafeTALK, ASIST, etc.)
- Non-violent Crisis Intervention certification
- Valid driver's license, insurance and use of a reliable vehicle
- Ability to maintain confidentiality
- A satisfactory Criminal Records and vulnerable sectors check

Rate of Pay (Hourly): \$20.20 - \$22.30 (5 step grid)

Hours of Work: 37.5 hours per week and some evening work will be required.
The normal work day is 8 hours, including a 30-minute unpaid lunch break

CMHA Grey Bruce is committed to providing a welcoming and inclusive workplace. We welcome employment applications from people with disabilities and provide accommodation upon request during the recruitment and selection process.

Interested applicants are required to send a cover letter & resume to:

recruiting@cmhagb.org

APPLICATION DEADLINE: January 19, 2021