

**CANADIAN MENTAL HEALTH ASSOCIATION
PORT ALBERNI BRANCH
EXTERNAL JOB POSTING**

DATE POSTED: January 13, 2020

POSITION: **Program Coordinator 1 – Clean Team Program Coordinator**
Permanent part-time – 20 hours per week
Hours of work: variable 4 hours per day, Monday to Friday

SALARY RANGE: Grid 30 - \$23.24 – \$25.32

WORK AREA: CMHA- New Horizons Clubhouse 3178 – 2nd Avenue and community

JOB DESCRIPTION: The Clean Team Program Coordinator is responsible for the facilitation, logistical needs, and overall operation of service in the Community Clean-up project. Program Coordinator will schedule, direct, supervise, support, and maintain safety for a small team of vulnerable clients (Transitional Employees). Program Coordinator will build and maintain relationships with community businesses, with the intent to create sustainable funding streams.

REQUIRED QUALIFICATIONS AND CONDITIONS OF EMPLOYMENT:

- Diploma or higher in Human Services or equivalent
- Two years recent related experience, or equivalent combination of education, training and experience
- Physical ability to carry out the duties of the position
- Recent experience working in a psycho-social rehabilitation environment, preferably in a social enterprise model.
- Equipment maintenance, trouble shooting, and technical skills with simple machinery
- Able to establish and maintain respectful rapport with clients, following CMHA Code of Ethics, Policies & Mission Statement
- Crisis intervention skills and trauma informed care
- Willing to adhere to “Managing Hostile Interactions” protocol.
- Certificates in First Aid/CPR and Naloxone training
- Class V B.C. Driver’s License and regular access to a safe, working vehicle may be needed.
- Able to communicate effectively and professionally, verbally and in writing
- Proficient with multiple computer programs
- Ability to work independently and in cooperation with others
- Critical thinking, analyzing and problem solving skills

COMMENCEMENT DATE: ASAP

**PLEASE SUBMIT COVER LETTER AND RESUME TO KATRINA KIEFER, EXECUTIVE DIRECTOR
CMHA-PA 3178 2nd AVENUE, PORT ALBERNI, B.C. V9Y 4C3.**