

Job Posting

Student Services Coordinator

Part-time Position, Indefinite Term

The Canadian Mental Health Association Manitoba and Winnipeg, is part of a 100 year old nation-wide non-profit organization that promotes the mental health of Canadians and supports the resilience and recovery of people experiencing mental illness.

The Opportunity

We have a part-time term position (17 ½ hours per week) available for a Students Services Coordinator in the Well-Being Learning Centre. This role is focused on the development of individual learning plans and facilitation of courses.

The Position

The Student Services Coordinator provides information and orientation to new Learning Centre students, and guides a process to develop an individual learning plan related to recovery skill development and personal goals. This role is also involved in the co-production process for new curriculum and the facilitation of courses in the learning centre. The Student Services Coordinator is directly involved with supporting students to achieve successful and satisfying educational experiences and graduating to the role of Peer Educator.

The Responsibilities

- Greet guests to CMHA in a friendly and welcoming approach
- Co-development, coordination, scheduling and facilitation of Learning Centre courses and community engagement activities
 - Using adult education concepts and approaches, co-develops Learning Centre courses with peers and CMHA colleagues
 - Delivers Learning Centre courses as required
 - Engages with potential and existing Learning Centre students to provide guidance and support for course selection and progress and develop learning plans with new students
 - Completing learning plans with students pursuing a goal of becoming a Peer Educator (co-facilitator) in the learning centre and developing facilitation skills.

The Qualifications

- This position requires a post-secondary degree in a human service related discipline such as social work, psychology, sociology, or education and over one year of experience in a recovery oriented workplace.
- Strong verbal communication skills
- Strong professional boundaries
- Knowledge and understanding of mental health and mental illness

The Accountabilities

- Develop and maintain collaborative relationships with co-workers and external persons including students
- Participate in planning sessions and meetings related to the course delivery
- Maintain documentation and class attendance in prescribed manner

Other

- Must have a valid driver's license and access to a vehicle, but a vehicle is not a daily requirement
- Must have a recent satisfactory criminal record/vulnerable persons check and a recent satisfactory abuse registry check
- Flexible working hours including evening and weekends

The Process

Please submit your resume and a cover letter by Friday, October 30, 2020 in electronic form to sgiesbrecht@cmhawpg.mb.ca

or by mail to:

CMHA Manitoba and Winnipeg
Attn: Sheryl Giesbrecht
930 Portage Avenue
Winnipeg, Manitoba R3G 0P8

At CMHA, employment equity is a factor in hiring. Applicants are encouraged to self-identify on their cover letter if they belong to the following diverse groups: Indigenous persons, persons with disabilities, persons of all sexual orientations and gender identities, visible minorities and newcomers.