

Christ the Teacher Catholic Schools

ROLE DESCRIPTION

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 480.22
SECTION:	RELATIONS		
POSITION:	MENTAL HEALTH CAPACITY BUILDING COORDINATOR/WELLNESS PROMOTOR		

Responsibilities and Duties:

Training and Development

- Develop and implement a service plan that aligns with MHCB objectives;
- Liaise with school and school division administration, Saskatchewan-based MHCB partners, and other community partners and stakeholders and participate in developing a comprehensive mental health promotion action plan;
- Engage key partners and stakeholders in community collaborative networks to make connections to mental health and addictions services and community resources;
- Be involved in planning awareness events (e.g., mental health week); and
- Participate in school division staff professional development and in service training to build their mental health capacity.

Leadership and Management

- Provide leadership, coordination and supervision of the MHCB program
- Coordinate and collaborate with community partners while managing service needs and priorities;
- Ensure that best practices and strategic use of resources are used when determining mental health promotion programming;
- Oversee and ensure overall quality and consistency of MHCB programming, and adherence to MHCB mandate and provincial objectives;
- Connect and collaborate with other MHCB School Coordinators in the province to identify and overcome challenges and celebrate successes;
- Oversee and ensure alignment with school division and provincial strategic plans.
- Ensure records are maintained and in accordance with the Health Information Protection Act and the Freedom of Information and Protection of Privacy Act; and,
- Ensure compliance with the SHA funding agreement.

Developing Supportive Environments and Program Delivery

- Plan, promote and deliver universally accessible mental health promotion programming for school-wide and large and small groups in schools and community settings;
- Focus programming and training on increasing knowledge, building skills and fostering abilities that enable others to improve their own mental health and wellness;
- Work with students, division staff, parents/guardians and community members (who

work closely with children and youth) to increase their knowledge, skills, competence, and confidence related to mental health and mental illness issues;

- Work as part of a team (e.g., school staff, students, parents/guardians, community members) to recognize, understand, and adapt to the changing needs of their community related to mental health and wellness;
- Build and maintain strong relationships with children, youth and families, and act as a “go to” mental health subject matter expert for students, staff, parents/guardians and community partners;
- Identify and facilitate access for individuals who need referral to specialized mental health and addiction services; and other community supports
- Connect and collaborate with other MHCB staff in the province to identify challenges and celebrate successes; and,

Research and Statistics

- Monitor and assess the quality and effectiveness of programming, administer surveys and other assessment instruments and refine actions as part of a continuous improvement approach;
- Oversee the dissemination and completion of evaluation surveys as required by the SHA; and
- Analyze change processes and making necessary adjustments to maximize effectiveness of the program;

Financial Responsibilities

- Provide a high level of fiscal control and accountability for the budget;
- Plan and determine allocation of resources; and
- Ensure timely submission of financial, statistical and narrative reports as required by the SHA.

Qualifications and Work Experience

Preference will be given to candidates with the following:

- A related post-secondary degree or diploma in the health or social sciences field (e.g., health promotion and prevention, kinesiology, social work, nursing, psychology, public health, social sciences), or a relevant combination of education and experience;
- Minimum 3 years of experience working in promotion and prevention of addictions and mental health;
- Knowledge of mental health and wellness, health promotion and prevention, and child and youth development;
- Knowledge of Comprehensive School Community Health;
- Knowledge and understanding of the social determinants of health;
- Effective verbal and written skills including the ability to listen to others and communicate clearly;
- Strong facilitation and leadership skills which includes supervision of staff or students;
- Ability to work in a self-directed manner;
- Ability to engage others and develop working relationships with community partners;
- Knowledge and skill in program development, facilitation and implementation, as well as change management;

- Understanding of and ability to practice personal and professional boundaries and ability to maintain a healthy work-life balance;
- Resilience and a commitment to professional and personal development;
- Awareness of the community's economic, cultural, social and political environment;
- Proficiency in Microsoft Office programs;
- Knowledge of social media tools is an asset;
- A satisfactory criminal record check; and,
- Where applicable, prior to commencing duties, provide proof of licensure or registration with the approved Saskatchewan regulatory college.

Working Conditions:

- 35 hours per week, 12 months per year
- Employment conditions as per COE
- This position requires a flexible workday and requires work during evenings, weekends, and school breaks. Scheduling will be approved by the school principal.

Date Issued: May 17, 2024