

JOB OPPORTUNITY

Indigenous Program Coordinator

Confident Parents, Thriving Kids – Anxiety Program (CPTK-A) Victoria, BC

The provincial division CMHA-BC has a broad mandate that includes delivery of provincial programs and services. These programs utilize telephone and web-based modalities to offer guided self-help programs with coach support. The expansion of CMHA BC's Confident Parents, Thriving Kids, funded by MCFD includes brief, early interventions to assist Indigenous and non-Indigenous families of children experiencing anxiety. The Indigenous version is being developed collaboratively with an Indigenous Reference Group to ensure it is culturally relevant, and to support dissemination and delivery mechanisms. The Indigenous program will include telephone coaching, educational videos and the development of community education resource kits for use within First Nations Communities and Aboriginal Friendship Centres. CMHA is committed to the involvement of Indigenous representatives to ensure the program is designed and delivered in a manner that will meet the range of needs for Indigenous families in urban, rural and remote communities across BC.

Job purpose

The Primary responsibility of the Indigenous Program Coordinator is to facilitate and oversee the development and implementation of the Indigenous stream of the CPTK-A program aimed at reducing anxiety in Indigenous children between the age of 3 to 12 through culturally appropriate materials.

A secondary responsibility is to support coaches in the applications of skills and competencies for the provision of telephone-based coaching to Indigenous and non-Indigenous parents and caregivers of young children living with anxiety.

Duties and responsibilities (The nature and scope of responsibilities may evolve over time.)

Lead development of the Indigenous stream of the program:

Provide oversight and coordination to ensure successful development and implementation of the CPTK-A Indigenous stream of the program that includes:

- Consultation with Provincial and Regional Indigenous Reference Group representatives on the draft telephone curriculum and videos and culturally relevant community programming;
- Oversight of contracts and deliverables with subject matter experts and for video production services.

Operational Responsibilities

- Support connections to Indigenous people, communities and networks to facilitate communication and planning related to program development and delivery;
- Participate as part of the team, providing input into the development, implementation and interpretation of program policies and procedures;
- Participate in the planning and delivery of coach training and professional development;
- Organize group and individual coach consultation sessions to ensure fidelity to the Indigenous intervention protocol and adherence to policies and procedures;
- Work collaboratively to resolve any issues or conflicts;
- In conjunction with the Program Manager and the Non-Indigenous Program Lead, develop a quality assurance framework and associated indicators for monitoring;
- Engage in ongoing process improvement activities;
- Be acquainted with and follow all relevant privacy legislation;
- Assist with timely performance reporting to senior management and to the funder;
- Provide support with regard to research and evaluation, as required;
- Apply the Agency's Diversity Lens and Framework for Support to ensure the program meets the needs of Indigenous families and demonstrates a commitment to Reconciliation;
- Perform additional duties as required.

Coaching Responsibilities

- Participate actively in comprehensive, multi-phased training and ongoing supervision to achieve and sustain required coach competencies.
- Provision of telephone coaching as required to acquire needed supervisory skills.

Qualifications

Education

- Master's degree in Health or Social Services, or related discipline. (Bachelor's degree may be considered if relevant experience is equivalent)
- Training and knowledge in child development and evidence-based children's mental health

Experience

- Knowledge of and experience with Indigenous culture, history, knowledge systems, and indigenous community relationship building practices and protocols, including:
 - Traditional Indigenous healing and well-being beliefs and practices;
 - Local, provincial and national issues impacting Indigenous populations;
 - Two Eyed Seeing approach related to community engagement, policy analysis, program development and research;
 - The intergenerational impact of colonization on Canada's indigenous people;
- Experience working in the mental health, social services, or family services field;
- Experience building a positive team environment.

Skills and Abilities

- Excellent interpersonal, organizational, verbal and written communication skills;
- Ability to think strategically and to adapt programs and program delivery as required;
- Excellent time management and problem-solving skills
- Strong computer literacy skills including MS Outlook, MS Word, Excel, PowerPoint, and database management;
- Ability to work collaboratively and to work with minimal supervision;
- Understand and consistently follow confidentiality and privacy expectations;
- Must have a valid driver's license.

Working conditions

This full time (37.5 hours a week) position is located in the heart of downtown Victoria in a heritage building close to bike paths. The successful candidate must maintain some flexible scheduling as you may be required to work days, evenings and some weekends. Overtime may be required in this position. Some travel may be required. The salary range for this position is between \$60,000-\$65,000, plus benefits.

How to Apply:

Please submit your resume and cover letter in PDF format by 4 p.m. on or before May 2nd, 2019 to human.resources@cmha.bc.ca . We regret that only short-listed candidates will be contacted to schedule an interview.

CMHA BC is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, Aboriginal Peoples, people of all sexual orientations and genders, and others who may contribute to the further diversification of the Association. Lived experience of mental illness is considered an asset.