



## **Job Opportunity**

### **Special Projects and Engagement Coordinator – BounceBack®**

### **Temporary Full-Time**

#### **ABOUT THE JOB:**

CMHA BC Division has an opening for a Temporary Special Projects and Engagement Coordinator, BounceBack® role to cover for a leave, with an anticipated end date of October 31, 2021. Reporting to the National Manager, you will provide overall coordination for special projects and stakeholder and community engagement of the evidence-based flagship initiative, BounceBack®: Reclaim Your Health. This intervention is delivered by community coaches who support participants to use cognitive-behavioural-therapy (CBT)-based self-management materials to address depression, anxiety and stress in youth and adults. The role will co-design, co-develop, deliver and evaluate projects related to quality assurance, promotion, and engagement. The role will be responsible for supporting the BC program, but special projects may include work with other members of the CMHA federation in provincial expansions.

#### **Duties and Responsibilities include but are not limited to:**

##### **Program Coordination**

- In collaboration with the Program Manager, support the planning, and lead the implementation and monitoring of special projects that are identified by stakeholders (i.e. BounceBack® team, CMHA branches, advisory committees, evaluation recommendations, clinical consultants).
- Ensure program updates and quality improvement initiatives are grounded in best practices and research.
- Monitor progress of ongoing project activities (including stakeholder engagement and evaluation) against timelines.
- Engage with program stakeholders to monitor ongoing quality improvement needs including access, accessibility, and availability of program services.
- Apply a program evaluation framework to assess the strengths of the program and identify areas of improvement in collaboration with the BounceBack® central team.
- Assist with reporting to funders and grant applications.
- Establish and maintain files and documentation in appropriate and accountable manner according to established standards.
- Apply the organization's person-centered health promotion values and principles of equity, diversity and inclusion.

##### **Stakeholder and Community Engagement**

- Coordinate and lead BounceBack® Advisory Committees to ensure community voices inform decision-making for program improvements, including youth, adults, past participants and other advisory groups as needed.

- Ensure discussions with advisory groups are documented and themes regularly shared with the rest of the team to inform decision-making.
- Research and recommend new stakeholder partnership opportunities both internally and externally.
- Partner with CMHA branches and external stakeholders as directed by work plan and scope of ongoing projects.
- Maintain strong relationships with key program stakeholders, including CMHA departments with linkages to mental health promotion among adults and youth.
- Liaise with established partner to expand referral pathways as directed by work plan.
- Work with Indigenous communities and organizations to create pathways for collaboration and understand how BounceBack® can better serve Indigenous populations.
- Recruit, support, and mentor volunteers and practicum students.
- Research, recommend and implement meaningful ways for program past participants and volunteers to share their experiences with the general public.

### **Communications and Promotion**

- In collaboration with Communications staff, branches and National Manager, participate in development, execution and monitoring of activities in a promotion/marketing plan.
- Ensure all program materials are regularly updated, including promotional materials and website content.
- Develop engaging and informative program presentations for internal and external stakeholders.
- Seek out opportunities for presentations at strategic meetings and conferences at the provincial and national level.

## **ABOUT YOU**

### **Education and Experience**

- A bachelor's degree in a relevant discipline.
- Experience in the non-profit sector, ideally in a health or mental health context.
- At least 2 years of relevant experience in program coordination, community engagement, facilitation, and stakeholder engagement. Project-management training/certification would be an asset in this role.
- Experience working with Indigenous and racialized communities, youth populations, and people with lived experience of mental health problems.
- Previous research and evaluation experience is a strong asset.

### **Knowledge, Skills and Abilities**

- Planning, implementing and evaluating projects.
- Assessing and prioritizing multiple tasks and projects.
- Demonstrating resourcefulness, judgement, and innovation to solve problems.
- Establishing and maintaining effective relationships and partnerships with internal and external stakeholders.
- Facilitating community engagement opportunities and leading advisory committees and related volunteer support and supervision duties.
- Tailoring and presenting program information to public and professional audiences.
- Communicating clearly and effectively, in writing and verbally as a presenter/facilitator.
- Demonstrated understanding of mental health systems in BC, principles and practices of mental health promotion and mental disorder prevention and early intervention, and community engagement best practices.
- Ability to work collaboratively in a team environment and independently.

- Computer skills in Microsoft Office, Google Suites, videoconferencing.
- Personal experience with mental health or substance use concerns, through self or loved ones, is an asset in this role.

## **Working Conditions**

Our office is located in downtown Vancouver close to Skytrain and other amenities. This is a temporary full-time position at 37.5 hours a week with an anticipated end date of October 31, 2021. Most work is accomplished during usual 8:30 am to 4:30 pm business hours, although the candidate will need to maintain some flexibility to be available during non-core hours relative to assignments. Some travel is required in this position. Special Project and Engagement Coordinator is a unionized role with the Health Science Professionals Bargaining Association and the grid level for this role is currently under review.

## **HOW TO APPLY**

Please submit your resume along with a cover letter, clearly documenting how you satisfy the requirements outlined in this job posting to [cmha.careers@cmha.bc.ca](mailto:cmha.careers@cmha.bc.ca) by 5 p.m. Monday December 28, 2020. We regret that only short-listed candidates will be contacted to schedule an interview.

## **ABOUT US**

Founded in 1918, The Canadian Mental Health Association (CMHA) is a national charity that helps maintain and improve mental health for all Canadians. As the nation-wide leader and champion for mental health and addiction, CMHA helps people access the community resources they need to build resilience and support recovery from mental illness and/or addiction.

***We are an equity employer and encourage applications from persons with disabilities, members of visible minorities, First Nations, Inuit, and Metis people, people of all sexual orientation and genders, and others who may contribute to our further diversification.***