



## **Job Opportunity Workplace Programs Facilitator (1 year term)**

### **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. CMHA BC engages volunteers in many different areas of interest and skill, from participation on our advisory committees, to community outreach and education. We are incredibly proud of the accomplishments of the staff and volunteers. In 2020, we helped amplify hundreds of voices and reached 15,000+ people as we advocated for changes to the Province's accessibility laws, and provided trusted mental health and substance use information through more than 4 million visits to our websites.

### **ABOUT THE ROLE:**

CMHA BC Division is looking for a full-time Workplace Programs Facilitator to join the Education & Training department for a one-year term. Reporting to the Workplace Programs Manager, the successful applicant will create educational workshops on different elements of workplace psychological health and safety, facilitate in-person and virtual workshops for organizational clients, and support administrative functions such as data collection and evaluation. This position is integral to the department meeting its fee-for-service revenue targets. As such, the ideal candidate has an entrepreneurial mindset and an appreciation for quality customer service.

### **DUTIES AND RESPONSIBILITIES:**

Responsibilities include but are not limited to:

- Research and curate resources and strategies related to workplace mental health, psychological health and safety, occupational health and safety, and other pertinent topics with the following considerations in mind:
  - Clients span all sectors and industries, from small to large businesses and organizations;
  - Resources include media, academic literature, "gray literature," and living/lived experience of mental health challenges and industry realities;
  - The Workplace Programs Facilitator must continually seek out, consider, and incorporate inclusive, intersectional perspectives on the deliverables and processes of this position.
- Develop both standardized and tailored workshops for clients, from research and content writing to initial design of draft materials to be finalized by CMHA BC's Communications & Marketing Department;
- Facilitate engaging workshops in-person (following any/all health orders and guidelines concerning COVID-19) and virtually, applying best practices for adult learners, demonstrating a high degree of professionalism;
- Contribute to the CMHA workplace branch collaborative and positive branch relations by collaborating with other facilitators and supporting shared client stewardship;
- Support the diversification of CMHA BC's workplace education portfolio, including the development of new workshop topics and delivery formats, such as the creation of asynchronous courses;
- Write and edit plain-language educational content to complement and supplement workshop content, such as articles, website copy, workshop take-aways, and more;
- Contribute to the maintenance and quality improvement of existing workshops, including online courses;
- Collect and summarize workshop feedback, provide advice, and make improvements on an ongoing basis;
- Contribute to accurate and timely department processes, including invoicing;
- Performs other related duties as required.

## **BASIC REQUIREMENTS:**

- Criminal Record Check including vulnerable sector.

## **QUALIFICATIONS:**

- Bachelor's degree in Human and/or Social Services (e.g. Social Work, Psychology, Counselling..) or higher in a relevant discipline;
- 3+ years demonstrated experience as an adult educator, workshop facilitator, course instructor, or similar;
- 2+ years relevant experience or a combination of experience and certifications related to psychological health and safety, occupational health and safety, leadership, and/or HR functions;
- Excellent presentation and facilitation skills (in-person and virtual) along with the ability to tailor and present program information to public and professional audiences;
- Ability to facilitate standardized training, including maintaining fidelity of scripts/trainer notes, as well as the ability to skillfully handle unexpected questions or disruptions in presentations and workshops;
- Knowledge of adult learning and engagement principles that can be applied to synchronous and asynchronous education experiences;
- Strong critical thinking skills with the ability to source information from academic research, subject matter experts (including those with living and lived experience), and other credible sources;
- Demonstrated ability to translate health information, complex ideas, and/or sensitive topics into engaging, plain-language resources for the public;
- Proficient in Microsoft Office Suite;
- Exceptional technological skills;
- Experience across learning management systems (e.g. Articulate 360, Thinkific) and web publishing platforms (e.g. Wordpress, Strapi) considered an asset;
- Some experience with Adobe Creative Suite or comparable design programs an asset;
- Experience as a team leader, supervisor, or manager in any sector is considered an asset;
- Experience working in for-profit businesses, entrepreneurships or across multiple sectors, considered an asset;
- Mental health education/certifications and/or experience implementing workplace psychological health and safety initiatives an asset.

## **WORKING CONDITIONS:**

- The work location is CMHA BC Division offices in downtown Vancouver.
- This is a 1 year term position with the possibility of extension based on funding and department revenue.
- The usual workweek is 37.5 hours. Most work is accomplished during usual 9 a.m. to 5 p.m. business hours.
- The Workplace Programs Facilitator role is a unionized position under the Health Science Professionals Bargaining Association Collective Agreement and the pay rate is at \$31.99 per hour.

## **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. on July 8, 2022. We regret that only short-listed candidates will be contacted to schedule an interview.

*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.*