



Posting : Elmwood Mental Wellness Coalition Coordinator

Term: February 04,2019 - March 31,2019 with renewal April 1, 2019 – March 31, 2020

Hours: 25 hours /week **Hourly Rate:** \$21- \$25 (based on a combination of education and experience)

Location: Winnipeg, Manitoba

The Elmwood Mental Wellness Coalition represents a community coalition of residents and stakeholders in Elmwood. Our mission is to enhance the mental wellness of youth, families and the larger community by supporting services that promote mental wellness in Elmwood. Our goal is to reduce problem behaviors and promote positive youth development by addressing risk factors (specifically substance use, mental health concerns and family instability) present in the community.

Program Governance:

The Elmwood Mental Wellness Community Coalition represents local stakeholders and residents which currently includes: Elmwood Community Resource Centre (ECRC), Chalmers Neighbourhood Renewal Corporation (CNRC), Elmwood EK Active Living Center (EEKALC), Elmwood High School, Riverwood Church, Sam’s Place, Together in Elmwood (TIE) Parent & Child Coalition, River East Access-Winnipeg Regional Health Authority (WRHA).

Partner stakeholders include: City of Winnipeg, MB Housing, Canadian Mental Health Association (CMHA).

The Elmwood Mental Wellness Coalition is funded by Healthy Child Manitoba. Chalmers Neighbourhood Renewal Corporation (CNRC) is providing financial management and Elmwood Community Resource Centre is providing organizational and administrative support.

Qualifications

- Require combination of 2 years experience and education in community engagement; child and adolescent development ; social services;
- Experience working with Indigenous people, newcomers, schools, communities, and stakeholders;
- Require superior time management skills, strong organizational skills with the ability to prioritize;
- Ability to work independently with minimal supervision;
- Proficiency in MS Office and the ability to use research tools is required.
- The successful candidate will be required to travel to community organizations regularly. A valid Manitoba driver's licence and access to a vehicle for business purposes is required. Mileage costs for work purposes reimbursed.
- Satisfactory Criminal Record Check
- Satisfactory Child Abuse Registry Check and Vulnerable Sector Check



Duties & Responsibilities

The successful candidate will be the face of the Coalition. A breakdown of some of the position duties follows:

Administrative (25%):

- Reporting to the Coalition on a regular basis
- Maintain and support communication with the coalition and residents regarding upcoming events and meetings
- Research and Data supports, including proposal development
- Participate and conduct program evaluation according to Evaluation plan
- Develop learning materials, tips and resources for youth and their families

Psychosocial Supports/Programming (50%)

- Responsible for carrying out day to day operations based on the strategic plan
- Development and delivery of activities in collaboration with local partners programs
- Supporting youth with positive strategies to cope and information
- Ability to keep records and provide resource connection to youth
- Plan and coordinate youth mental wellness forum, psychoeducational workshops for families

Community Engagement (25%):

- Attend coalition partner meetings and community events as necessary
- Regular engagement with youth and families in formal and informal settings
- Follow all policies and procedures of the employing and administrative organization
- Other duties as assigned

How to apply

Cover letters and resumes should include contact information for references.

Send your cover letter, resume and references to: ElmwoodMWC@gmail.com before **4 p.m. on January 18th, 2019.**

Only those selected for an interview will be contacted.