

CAREER OPPORTUNITY

CMHA Swan Valley Branch is currently looking to hire a part-time, term (1-year contract), HOPE Learning Centre Facilitator/Student Advisor.

This position is responsible for working with the students of the HOPE Learning Centre to ensure students are successful in choosing the courses they want and need, pertaining to their individual recovery journeys, as well as facilitating courses within the HOPE Learning Centre both in-person and virtually, across the CMHA Parkland and The Pas Region - Swan Valley Branch boundaries.

Duties Include:

- Working with students to assist them with registering for courses and course planning
- Initiating potential student contacts
- Providing referrals to other Peer Support programming as needed
- Assisting with the development and facilitation of courses for the HOPE Learning Centre
- Maintaining accurate student contact information and activity files
- Assist with the coordination of all social media for CMHA Parkland and The Pas Region - Swan Valley Branch
- Participate on applicable advisory councils/committees
- The completion of other duties as assigned

Required Qualifications:

- Lived experience with mental health/illness
- Experience facilitating courses or programs
- Understanding of Peer Support is considered an asset
- Ability to work independently as well as part of a team
- Well-developed communication, organizational, and coordination skills
- Experience using Microsoft Office and Windows applications
- Must have valid criminal record check and Child and Adult Abuse registry checks
- Willingness to obtain other trainings as required

For a full job description or to apply for the position, please contact Paige Seib – Receptionist at 204-734-2734. Applicants can send their resume and cover letter to the following address or by email to reception@cmhaswanvalley.ca or both documents can be dropped off in a sealed envelope at 524 Main Street in Swan River, MB. C/O Rod Seib, CMHA Swan Valley Branch, P.O. Box 1593 Swan River, MB R0L 1Z0.

Closing date to apply for this position is Monday December 6, 2021, at 5:00 PM.

CMHA Swan Valley Branch would like to thank all who apply for their interest, however, only those selected for an interview will be contacted.