

**CANADIAN MENTAL HEALTH ASSOCIATION
CALGARY REGION**

The Canadian Mental Health Association – Calgary Region is a leader in promoting mental health and wellness through comprehensive community-based services for individuals, families, groups and organizations. Established in Calgary in 1955, we are a community based organization that provides mental health education and support services. We are currently accepting applications for the following position:

JOB TITLE: Coordinator Of Volunteers -CONTINUING CONNECTIONS PROGRAM

JOB SUMMARY: Reporting directly to the Director of Community Supports, the coordinator is responsible for the development and implementation of the volunteer component of the program for clients under 65 years of age in continuing care centres. The incumbent will work as a team member of both the Continuing Connections Partnership team and the Community Supports team.

SERVICE RESPONSIBILITIES:

- Coordinate, plan and facilitate all aspects of the volunteer component of the Continuing Connections Program.
- Recruit, interview, assess, train, support and recognize program volunteers, in coordination with the CMHA Volunteer Manager.
- Coordinate and collaborate with the Continuing Connections Leisure/Recreation Coordinator to facilitate volunteer-resident matches.
- Liaise with the volunteer managers at the continuing care centres in which the program operates.
- Provide consultation and training about volunteer involvement with the under-65 mental health population to other continuing care facilities in the CHR area upon request.
- Develop new, innovative recruitment strategies within the Continuing Connections program.
- Develop a volunteer training program for Continuing Connections volunteers.
- Assist in developing and monitoring program funding reports and funding proposals.
- Maintain Program activity, statistical, and financial records for the volunteer component.
- Participate in the evaluation of program outcomes.
- Participate in community liaison meetings as required.

SKILLS & QUALIFICATIONS:

- A recognized diploma or undergraduate degree in a human services area.
- A graduate of a recognized program of studies of management of volunteers
- Two years experience in management of volunteers or supervisory capacity, preferably in a continuing care or hospital setting, or an equivalent combination of education and experience.
- Preference given to those with experience working with individuals with a psychiatric disability.
- Familiarity with the Canadian Code of Volunteer Involvement.

PERSONAL ATTRIBUTES:

- High level of initiative and self motivation
- Sound judgement and the ability to work independently and as part of a team
- Self awareness and self management
- Flexible and adaptable
- An interest in life long learning
- Empathy and insight

ADDITIONAL REQUIREMENTS:

- Valid driver's license and own vehicle
- First Aid and CPR certifications
- Ability to work 5 half days a week.

SALARY RANGE: \$17,485 - \$21,600 (based on 18 hrs/wk) plus benefits

APPLICATION INFORMATION:

Qualified applicants should submit the **CMHA Application Form** plus a covering letter and resume by May 28, 2006 to:

Human Resources
Canadian Mental Health Association
#400, 1202 Centre St SE
Calgary, AB T2G 5A5
Fax: 270-3066
e-mail hr@cmha.calgary.ab.ca



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While we appreciate all the submitted applications, we will only contact the candidates considered for this position. Thank you for your interest.

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