



Canadian Mental
Health Association
Sudbury/Manitoulin
Mental health for all

Association canadienne
pour la santé mentale
Sudbury/Manitoulin
La santé mentale pour tous

Mental Health Trainer

INCUMBENT: TBD

REPORTS TO: Manager, Quality & Strategic Engagement

PROGRAM: Health Promotion

APPROVED BY: Board of Directors

DATE APPROVED/REVISED: May 2022

HOURS: 35 hours/week

POSITION SUMMARY:

Reporting to the Manager, Quality & Strategic Engagement, the Mental Health Trainer is responsible for the delivery of mental health educational sessions.

ESSENTIAL JOB RESPONSIBILITIES:

1. Public Education
 - Facilitate educational training/workshops relevant to identified needs, including webinars, presentations, social media content and certificate trainings (e.g., Mental Health First Aid, ASIST)
 - Participate in wellness fairs, booths and community partner events
 - Participate in mental health awareness campaigns and activities (e.g., Mental Health Week, Mental Illness Awareness Week, Talk Today Program)
2. Administrative Responsibilities
 - Ensure participant attendance and contacts are recorded appropriately and in a timely manner
 - Ensure that monthly, annual, and other required reporting documentation are completed.
 - Attend and participate in Agency and program meetings as required Other duties, as required
3. Teamwork and Community Partnership
 - Attend and actively participate in group meetings
 - Work effectively in partnership with other community stakeholders (e.g. external committees)
 - Contribute to a positive team environment
4. Builds community partnerships and represents the agency in a professional manner through embracing and fostering the CMHA culture, respectful communication and ethical decision making.
5. Substitutes for and assists other agency staff where skills are applicable
 - Provide additional support to staff as required.
6. Avails self of opportunities for professional development
 - Bring forward training needs and takes responsibility for seeking out relevant training opportunities.
 - Foster a problem-solving approach in daily activities
 - Participate in workshops and seminars as required.



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7. Works within the Policies and Procedures of the CMHA-Sudbury/Manitoulin Branch

ESSENTIAL RESPONSIBILITIES AND DUTIES:

- Carrying out all duties of the Mental Health Trainer position in a moral and ethical manner.
- Being present at the scheduled time of the day ready for the performance of duties.
- Being emotionally and physically ready to perform duties.

JOB SPECIFICATIONS/ QUALIFICATIONS:

- **Qualifications**
 - Completion of a diploma or degree in health or social sciences
 - Minimum of two years front-line experience providing mental health services
 - Experience with group facilitation or adult education is preferred.
 - Additional certifications would be considered an asset [Mental Health First Aid, safe TALK, ASIST, Mental Health Works, NCI, etc.]
 - Fluency in English is essential. Priority will be given to candidates who are bilingual in French and English as per our French Language Service Plan.
 - Ability to work flexible hours (some evenings and weekend hours may be required)
 - Must possess a valid driver's license and have access to a reliable vehicle
- **Knowledge**
 - Experience and comfort level in developing and delivering public presentations
 - Knowledgeable of community agencies and resources
 - Excellent verbal and written communication skills



JOB SPECIFIC COMPETENCIES

The following competencies are required for this position:

Teamwork and Collaboration	Participates in and supports team decisions. Shares relevant or useful information with team. Speaks of team members in positive terms. Is looked to by team members as a valuable source of information.
Integrity	Upholds clear ethical standards that are broadly respected within the agency and with outside partners. Holds self accountable for professional behaviour. Is able to make thoughtful judgements and reasoned decisions when ethical standards are in conflict.
Planning, Organizing and Coordinating	Efficiently uses time and completes tasks/projects on time through the routine planning of own work and organization of resources. Keeps manager and other appropriate people informed on progress of tasks/projects. Able to complete work to meet various reporting deadlines.
Listening, Understanding and Responding	Listens and responds to people's concerns by altering own behaviour in a helpful manner. Is genuinely sensitive to underlying messages especially where thought, feelings or emotions are poorly expressed. Can see things from another person's perspective, anticipate reactions and respond accordingly to achieve resolution.
Functional Skills	Ability to solve problems or issues by analyzing the problem or issue and determine appropriate solutions or alternatives. Ability to communicate effectively .

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization