

WHY JOIN CMHA-S/M?!

As a nation-wide organization, the Canadian Mental Health Association (CMHA) promotes the mental health of all and supports the resilience and recovery of people experiencing mental illness. The CMHA accomplishes this mission through advocacy, education, research and service.

All Staff are Eligible for:

- Healthcare of Ontario Pension Plan (HOOPP)
- Employee & Family Assistance Program
- Paid Holiday Float Day
- Professional Development Opportunities

CMHA-S/M JOB POSTING: 24-30

Coordinator, Housing

Department	: Community Development and Housing
Employment Status	: 12-month contract with a possibility of extension
Hours per Week	: 35 hours per week
Work Location	: 111 Elm Street, Sudbury, ON
Union Membership	: This is a non-unionized position
Posting Deadline	: Open until filled

RESPONSIBILITIES:

Reporting to the Manager, Community Development and Housing, the Coordinator, Housing is responsible for the oversight of community-based housing programs and initiatives including the Rent Supplement Programs (Mental Health & Justice), Landlord partnerships, independent Transitional Housing units and Community Homes for Opportunity (CHO) Program. The Coordinator, Housing is also responsible for coordinating the activities of the Administrative Support, Housing and Recreational Therapist positions.

The Coordinator will be required to work weekdays and as part of a regular on-call rotation; evening and weekends as required.

QUALIFICATIONS:

- Completion of a bachelor's degree in health, social services or related discipline. Consideration will be given to those who are working towards completion of a degree; OR Completion of a 2 year diploma plus 5+ years working within CMHA-S/M
- Professional Designation/Certification is required. This may include:
 - Registration, in good standing, with a regulating professional body e.g. Ontario College of Social Workers and Social Service Workers (OCSWSSW); or
 - Certification, in good standing, with a professional certifying organization** within health



or social service fields e.g. Certified Psychosocial Rehabilitation Recovery Practitioner (CPRRP) from Psychosocial Rehabilitation (PSR Canada), or

- Working towards registration or certification in one of the above within 6 months of hire.
- Minimum of 2 years of experience in mental health and substance use field is required.
- Demonstrated comfort and confidence providing direct support to individuals impacted by mental illness and substance use.
- Minimum of 1 year of experience in housing or landlord/tenant relations is preferred.
- Strong numeracy and communication skills are required.
- 1-year supervisory experience is preferred.
- Fluency in English is required. Advanced conversational French is an asset.
- Proficiency with Microsoft Office Suite, including advanced proficiency with Microsoft Excel is required.
- Knowledge and application of quality improvement methodology is preferred.
- Reliable vehicle is required.
- Knowledge of Residential Tenancies Act and Landlord Tenant Board proceedings is preferred.
- Certification in Non-Violent Crisis Intervention (NVC), Mental Health First Aid, First Aid & CPR and Applied Suicide Intervention Skills Training (ASIST) are assets.

***Organization must have a written code of ethics, core values and standards that are consistent with those of CMHA-S/M. Certification must require members to meet a core set of competencies, have a requirement for continuous learning to maintain certification and be approved by*

SALARY INFORMATION:

Hourly: Step 1: \$36.81- Step 5: \$43.31

Annual: Step 1: \$ 67,001.72-Step 5: \$ 78,825.53

****Successful candidates for this position will start at Step 1 of the salary grid.***

HOW TO APPLY

Please submit your cover letter and resume to: recruitment@cmha-sm.on.ca

- *CMHA-S/M is an equal opportunity employer. CMHA-S/M follows Accessibility for Ontarians with Disabilities Act (AODA) legislation and supports persons with disabilities with accommodations. Please notify us if you have any accessibility requirements.*
- *Personal information submitted will be used for the purpose of determining suitability for this/these positions only.*
- *All applicants are thanked for their interest; however, only those selected for an interview will be contacted.*
- *We do not make assumptions about people's pronouns and identity and are committed to creating an environment where it is safe to share and ask.*