

Coordinator, Community Education – Mental Health Promotion Project

Temporary Full-time Contract until September 29th, 2023

Overview:

Are you a Coordinator with community education experience in mental health? Do you want to play a key role collaborating with immigrant and refugee-serving sector staff, leaders, and those in related fields to promote mental health? Then come work with us to as a Coordinator, Community Education for our Mental Health Promotion Project.

Who are we looking for?

We are looking for a dynamic coordinator who wants to play a key role in disseminating and supporting the implementation of OCASI's Mental Health Promotion Guidelines and Trauma and Violence Informed Approaches Guidelines in Immigrant and Refugee serving organizations.

What will the Coordinator, Community Education – Mental Health Promotion Project do?

- Develop project goals, work plans, timelines, implementation strategies and related plans in collaboration and consultation with project partners and advisory group
- Disseminate and support the implementation of OCASI's Mental Health Promotion Guidelines, and Trauma and Violence Informed Approaches Guidelines in Immigrant and Refugee Serving Organizations
- Provide peer leader training to facilitate peer groups, and support staff wellness activities
- Provide webinars and virtual training sessions on a variety of mental health topics in partnership with community partners and mental health experts
- Prepare cheque requisitions in accordance with set procedures for approval by the manager
- Prepare narrative and evaluative reports on project(s) progress including coordination and writing of final report

- Maintain updated knowledge base of issues related to all aspects of the newcomer settlement process

Who we are:

OCASI – Ontario Council of Agencies Serving Immigrants acts as the collective voice for immigrant and refugee-serving organizations in Ontario, and coordinates response to shared needs and concerns. Our mission is to achieve equality, access and full participation for immigrants and refugees in every aspect of Canadian life. OCASI was founded in 1978 and now has 240 member agencies across Ontario.

Required qualifications:

- Relevant post-secondary diploma or degree (e.g. Health/Mental Health, Social Work, Counselling, Immigration Studies or related fields) or the equivalent acceptable combination of education and experience working in Mental Health in the non-profit sector
- Minimum of 3 years of experience working as a coordinator in a non-profit or community-based agency in the immigrant services sector or other relevant community services sector with a focus on Mental Health Promotion
- Extensive knowledge of Mental Health, Mental Health Promotion Frameworks, Social Determinants of Health, Trauma-informed Practices, and Challenges in the newcomer and refugee communities
- Strong knowledge of immigrant, refugee serving organizations, primary health, and community mental health sectors in Ontario
- Understanding of equity and access issues as they pertain to immigrants, refugees, newcomers and racialized communities
- Demonstrated commitment to principles of social justice, cultural competency and equity and inclusion
- Demonstrated sensitivity to other cultures and ability to outreach to newcomer communities
- Demonstrated knowledge and experience in community-based research methods, research coordination, data collection, quantitative and qualitative data analysis, monitoring, and program evaluation
- Excellent written and verbal communication, including strong report writing and oral presentation skills
- Strong relationship building and networking skills as well as the ability to establish rapport with members, partners, staff and volunteers
- Excellent interpersonal skills including the ability to consult, collaborate and work as part of a team
- Detail-oriented with strong organizational skills and the ability to meet tight deadlines and demanding schedules
- Good judgment, problem solving and conflict resolution skills
- Proficiency with computers and MS Office, web-based applications such as Google docs, webinars, online surveys, e-communications and social media

Details:

Salary is \$51,220 plus benefits, unionized with Unifor Local 87M

How to apply:

Send a cover letter and resume with the subject line Coordinator, Community Education – Mental Health Promotion Project by October 22nd, 2021 to: Hiring Committee, OCASI at gethired@ocasi.org.

OCASI is committed to Employment Equity. We especially welcome applications from members of racialized groups, Indigenous persons, persons with disabilities, persons of diverse sexual orientations and gender identities. We are committed to achieving full accessibility for persons with disabilities by arranging for any necessary accommodations.

We thank all applicants for applying however, we regret only the candidates selected for an interview will be contacted. No telephone inquiries please.