

Employment Opportunity

Siksika Health Services is a not-for-profit organization which provides Primary Care and Community Wellness support. The facilities are used by our Proud Siksika Nation Members and our friendly surrounding communities. We are a very enthusiastic, empowering and encouraging team. Our **Mission** is to strive for accountable efficient services delivery and our **Vision** is to proactively provide quality and holistic health care.

POSITION SUMMARY

Organization:	Siksika Health Services
Title:	MENTAL HEALTH AND WELL-BEING COORDINATOR
Location:	HEALTH SERVICES
Reports to:	MENTAL HEALTH TEAM LEADER
Posted Date:	Friday, November 3, 2023
Deadline:	UNTIL POSITION IS FILLED
Annual Salary:	Based on experience and qualification
Position Status	Full Time

The Mental Health and Well-Being Coordinator will work to support the administrative and program needs of the Mental Health Program. This will include being highly organized, efficient, and able to communicate effectively with all stakeholders. In addition to handling complex assignments, the role will manage highly confidential and sensitive information.

Responsibilities include, but will not be limited to:

- Will work with the Mental Health Team Leader to offer a comprehensive plan for transforming the mental health approach. This plan will: eliminate barriers, building more supportive and inclusive work environments and services; attract and retain clients; and reduce and eliminate stigma surrounding clients mental health issues;
- To develop, implement and analyze student/clients/staff health surveys that will improve our services by: 1. Provide baseline data and follow-up health data, 2. Identify programs needs and priorities 3. Evaluate the effectiveness of programs and services and 4. Track trends in clients health status and behavior.
- Works collaboratively and respectfully with all other SHS staff, vendors, and clients.
- Will work with the Mental Health Clinical Team Leader to develop and launch programs and initiatives for mental health education (i.e. Health Fair).
- Attend and participate in professional development activities such as workshops, seminars, and in service training to further education, skills, and training.
- Maintains appointment schedule for the Mental Health Clinical Team Leader, including planning and scheduling meetings.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Minimum bachelor's degree in the Mental Health field of equivalent work experience.
- Administrative experience, preferably in a mental health setting. Certificate in Security Services
- 1-2 years work experience in the mental health field preferred.

Knowledge, Skills and Abilities:

- Diligent attention to detail and strong analytical and organizational skills are required.
- Strong interpersonal, written/verbal communication skills and English language comprehension.
- Advanced technology skills, including proficiency in typing, email, telecommunications software, and other programs such as Microsoft Suite.
- Ability to work as part of a team and self-motivated when working independently.
- Ability to deal with people sensitivity, tactfully, diplomatically, and professionally at all times.

Requirements:

- Fast paced mental health care setting.
- Administrative role with minimal interaction with clients.
- Work is mainly facilitated during business hours; however, some evening or weekend support may be requested.

FOR ADDITIONAL INFORMATION OR TO APPLY, PLEASE SUBMIT YOUR RESUME, COVER LETTER, EDUCATION DOCUMENTS & CRIMINAL RECORD CHECKS TO:

SIKSIKA HEALTH SERVICES
Human Resources Department
Recruitment@siksikahealth.com
(403)734-5685

All documentation must be received to be granted an interview.

