

## Mental Health Wellness Coordinator

**Reports to:** Executive Director

**Scope:** Full Time

**Direct Reports:** This position has one direct report.

Salary: \$78,000 per year

### Our Mission

At The Portal Youth Outreach Association, our mission is to support and empower at-risk youth in the Annapolis Valley by providing advocacy and ensuring easy, relational, and timely access to essential services. We envision a community where every young person has a safe, supportive, and loving home.

**As a Mental Health Wellness Coordinator, you will provide critical mental health support, resources, and advocacy to clients within our housing program. This role focuses on delivering evidence-based intervention plans, recovery pathways, and mental health education to foster well-being and resilience.**

### Responsibilities

- One-on-One Mental Health Intervention: Conduct one-on-one mental health intervention sessions (regular and emergency) to develop personalized plans for wellness and recovery.
- Individualized Mental Health Support Plans: Develop and implement individualized mental health support plans in collaboration with case managers, focusing on skill-building, coping strategies, and accessing community resources.
- Harm Reduction Resources and Education: Offer harm reduction resources and education to clients, integrating these into recovery plans.
- Crisis Intervention and Safety Planning: Provide crisis intervention and safety planning for clients experiencing acute mental health crises or suicidal ideation.
- Navigating Mental Health and Addiction Systems: Support staff and case managers in navigating mental health and addiction systems to facilitate access to appropriate services and supports.
- Mental Health and Wellness Education: Educate clients on mental health, addictions, and holistic wellness, tailoring materials for those with reading and comprehension challenges.
- Client Advocacy: Advocate for clients' access to appropriate resources, services, and community supports.
- Collaboration with Support Teams: Collaborate with peer support workers, housing program staff, case managers, and other professionals to deliver holistic, coordinated care.

- **Mental Health and Addictions Program Development:** Build a Mental Health and Addictions Program incorporating evidence-based modalities like art, music, outdoor activities, and recreation.
- **Client Record Management:** Maintain accurate, confidential client records and progress notes, adhering to organizational policies and privacy regulations.
- **Professional Development and Industry Knowledge:** Stay updated on best practices, research, and trends in mental health and addiction support to inform programming.
- **Client Outreach and Travel:** Travel to community-based locations, homes, and other agencies to meet clients.
- Provide guidance and oversight to a Peer Support Worker.

## **Requirements**

- Must have a clear Criminal Records Check and Child Abuse Registry Check.
- Commitment to maintaining strict confidentiality in all aspects of work.
- Flexibility and willingness to work occasional evening and weekend hours as required.
- Possession of a valid driver's license and reliable access to a vehicle.

## **Qualifications**

- Master's degree in mental health, social work, clinical psychology, or a related field with 2+ years of experience preferred.
- A bachelor's degree in a mental health or social services role with a minimum of 5 years of experience will also be considered.
- Strong understanding of mental health and addiction systems, including knowledge of resources and pathways to care.
- Expertise in trauma-informed care, anti-oppressive practice, and evidence-based frameworks such as CBT, DBT, and holistic wellness approaches.
- Experience working with individuals facing suicidal ideation, self-harm behaviours, emotional dysregulation, and executive functioning challenges.

## **Personal Attributes**

- Strong communication, advocacy, and interpersonal skills to build rapport with clients from diverse backgrounds.
- Empathy and cultural humility, with a relational approach to engaging and supporting clients.
- Proactive problem-solver who can adapt to the dynamic needs of clients and the organization.
- Collaborative team player who can work across disciplines to deliver effective care.
- Commitment to professional growth and maintaining emotional resilience in a demanding role.
- Creative and resourceful, able to develop engaging mental health programming that incorporates diverse modalities.

## **Diversity, Equity, Inclusion and Belonging**

The Portal Youth Outreach Association fosters a workplace environment that embraces diversity, equity, inclusion, and belonging. We celebrate all individuals' unique perspectives and contributions, creating a culture where everyone feels valued and respected. Our commitment to diversity enriches our organization, fostering innovation, collaboration, and empathy across all facets of our work.

We actively promote diversity, equity, inclusion, and belonging in our daily practices and initiatives at The Portal Youth Outreach Association. This includes cultivating a workplace culture where every voice is heard, prioritizing professional development opportunities emphasizing diversity training, and engaging in community partnerships promoting equitable access to resources.

## **Working Conditions**

The **Mental Health Wellness Coordinator** operates within standard working hours from 8:30 AM to 4:30 PM, Monday through Friday, but may also involve evenings as needed for meetings. Travel is required to support service to clients.

Ensuring the safety and security of youth, visitors, employees, and the public is a key aspect of the position. Nonviolent Crisis Intervention (NCI) techniques may be necessary to manage challenging situations and maintain a safe environment; training and coaching in these techniques are provided.

## **Support and Performance Review**

At The Portal Youth Outreach Association, we foster a culture where staff are empowered to approach their roles creatively while adhering to organizational guidelines and job expectations. Support is readily available from peers, supervisors, and collaborative teams to ensure continuous growth and success. Staff are encouraged to set personal goals within their program areas, leveraging their strengths and unique contributions.

Performance reviews are conducted annually per our Human Resources guidelines. These reviews provide a structured opportunity for staff to set and review personal and professional goals. Feedback and support from peers and supervisors are integral to this process, guiding career development and ensuring alignment with organizational objectives.

## **Equal Opportunity Statement**

The Portal Youth Outreach Association is an equal opportunity employer and prohibits discrimination based on race, colour, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.