



Canadian Mental  
Health Association  
*Mental health for all*

Association canadienne  
pour la santé mentale  
*La santé mentale pour tous*



years of  
community  
ans dans la  
communauté

## **National Coordinator, Peer Support**

### **1 Year Contract**

The Canadian Mental Health Association is seeking qualified applicants for the role of National Coordinator, Peer Support to join the National team for a one-year contract with the possibility of renewal, contingent upon ongoing funding.

Reporting to the National Associate Director, Peer Support, you will be responsible for the day-to-day coordination of the Certification process for Peer Supporters, Family Peer Supporters, and Peer Support Mentors, along with providing operational support to the Associate Director, Peer Support.

**Location:** This position will be based either out of our head office in Toronto, Ontario or from a home office in Nova Scotia.

#### ***The role:***

- Manage the day-to-day communications with candidates;
- Track and coordinate applicant progress and status in a timely manner;
- Coordinate the assessment of applications, competency surveys, exams, and practicum agreements;
- Analyse data and create reports;
- Maintain security and confidentiality of all tools, processes, individuals, and organizations;
- Ensure processes and activities align with best practice;
- Provide ongoing support to committee members and volunteers involved in the Certification process;
- Maintain up to date knowledge of peer support programs and resources;
- Coordinate committees, events, and education sessions.

#### ***You have:***

- Minimum 2 years related experience;
- Demonstrated organization skills;
- Aptitude for attention to detail;
- Excellent verbal and written communication skills;
- Capability of working independently and highly motivated;
- High level of expertise with Excel and related Microsoft Office suite;
- Sound knowledge of the Guidelines for the Practice and Training of Peer Support, the Core Values, Principles of Practice, and Peer Support Competencies;
- Aptitude for learning new digital applications and software applications;
- Bilingual (French and English) would be an asset;
- Personal experience with mental illness or addiction, either through self or a loved one would be an asset;
- Experience providing Peer Support would be an asset.



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**Salary Range:** \$34,000 to \$42,000 per annum

We offer a flexible work environment along with a competitive benefits package.

### ***Are you a fit?***

If you are interested in applying for this position please submit a PDF copy of your resume along with a cover letter documenting how you satisfy the requirements outlined in this job posting to [careers@cmha.ca](mailto:careers@cmha.ca) by **Aug 10, 2018**. We thank all applicants for their interest but advise that only those selected for an interview will be contacted.

### **About CMHA**

Founded in 1918, the Canadian Mental Health Association (CMHA) is the most established, most extensive community mental health organization in Canada. Through a presence in more than 330 communities across every province, CMHA provides advocacy and resources that help to prevent mental health problems and illnesses, support recovery and resilience, and enable all Canadians to flourish and thrive. As part of CMHA, Peer Support Canada promotes the growth, recognition, and accessibility of peer support. We offer National Certification for Peer Supporters, Family Peer Supporters, and Peer Support Mentors, promote the Standards of Practice for Peer Support, and facilitate knowledge exchange across Canada.

To learn more about CMHA, visit: [www.cmha.ca](http://www.cmha.ca)

To learn more about Peer Support Canada, visit: [www.cmha.ca/programs-services/peer-support-canada](http://www.cmha.ca/programs-services/peer-support-canada)

*CMHA is committed to our workforce reflecting the diversity of the communities within which we work. As such, we encourage applications from persons with disabilities, members of visible minorities, First Nations, Inuit, and Métis people, people of all sexual orientations and genders, and others who may contribute to the diversity of our staff.*