

Mental Health and Addictions Education Coordinator

TITLE: MENTAL HEALTH AND ADDICTIONS EDUCATION COORDINATOR

DEPARTMENT: MENTAL HEALTH AND ADDICTIONS

PROGRAM: RAY WIRED

REPORTING TO: DIRECTOR OF MENTAL HEALTH AND ADDICTIONS

HOURS: FULL-TIME POSITION UNTIL JUNE 30, 2024 WITH POSSIBILITY OF EXTENSION, PENDING FUNDING. 37.5 HOURS WEEKLY

SCHEDULE: STANDARD MON – FRI, 9:00 AM – 5:00 PM, SOME EVENINGS AND WEEKENDS MAY BE REQUIRED

HOURLY WAGE: STARTING AT \$26.50 PER HOUR, DEPENDENT ON QUALIFICATIONS AND EXPERIENCE

ABOUT RAY

Mission: To provide youth with what they need, on their terms, to better their lives.

Vision: RaY's vision is that all youth have the opportunity to live a healthy and secure life; that they are given the chance to develop a belief in themselves through tools, information and programs that build personal capacity in order to be self-sufficient and no longer need RaY's services.

ABOUT THE ROLE

The Mental Health and Addictions program exists to support youth in their journey to stabilize emotionally and mentally. Staff will work from a non-judgmental, harm-reduction lens to meet youth where they are at and help them reach their mental health and addictions goals. The Mental Health and Addictions program is embedded throughout all departments at RaY, ensuring that any participant engaging with RaY services has access to appropriate mental health and addictions supports and system navigation.

The goal of staff is to assist participants to progress towards a life of greater safety and stability, where they are able to manage their own lives. Staff engage and advocate on behalf of participants age 0-29 to help them build their capacity to access the services and supports they need. The provision of direct service delivery is critical in establishing rapport and trusting relationships with the participants. This position is directly focused on developing relationships, advocacy, crisis intervention, addictions support, mental health and addictions education, facilitation, system navigation and departmental administration. RaY is a fast-paced environment which depends on reliable, open-minded, flexible and team-oriented individuals to *provide youth with what they need, on their terms, to better their lives.*

The Mental Health and Addictions Education Coordinator will work in the following areas primarily; supporting the online platform RaY Wired, leading the development of mental health and addictions workshops and programming and leading the development of a new RaY Youth Advisory council.

EDUCATION AND EXPERIENCE:

- Post-secondary education in social services, psychology or sociology (BA/BSW/B.Ed or equivalent preferred)
- Mental Health First Aid Basics or Adults who Interact with Youth knowledge
- Preferred certification: Level C-CPR, NVCI, ASIST, Stages of Change/Motivational Interviewing

- Valid driver's license
- Criminal Record Check, Child Abuse Check and Driver's Abstract
- Proficiency in MS Office, general comfort with technology and ability to learn new software

SKILLS AND ABILITIES

REQUIRED ASSETS:

- Experience working with vulnerable youth or other at-risk populations
- Experience with program facilitation and public speaking preferably with youth audience
- Cultural competency skills, knowledge, experience and awareness
- Strong working knowledge of harm reduction principles
- Strong communication and documentation skills
- Capacity to build and maintain strong relationship with partner agencies
- Strong advocacy and problem solving skills
- Ability to multitask and prioritize in a fast-paced environment with minimal supervision
- Responsible, organized, and detail oriented
- Excellent interpersonal, communication and written skills
- Demonstrated ability to work in a trauma informed way

KEY RESPONSIBILITIES

The responsibilities of the Mental Health and Addictions Education Co-ordinator, include but are not limited to the following:

PROGRAM DEVELOPMENT AND ADMINISTRATION

- Develop culturally appropriate online educational mental health and substance use materials including workbooks, activities and other online resources for youth to engage with on the RaY Wired virtual education platform
- Develop and deliver in person workshops on various topics related to mental health or substance use health.
- Lead the development of a RaY Youth Advisory council based on the philosophy of ensuring that perspective of people with lived or living experience inform all components of the work of RaY.
- Continually research best practice, search for new resources and update platform materials to ensure the RaY Wired program is responding to emergent youth needs
- Provide input and assistance in program planning to the Director of Mental Health and Addictions, including ongoing development and evaluation
- Oversee the collection of statistical information, and develop monthly reports
- Attend agency and program related meetings as required
- Ensure all relevant information is relayed to the rest of the mental health team and any other involved parties using established communication pathways (email, Teams, Messenger, etc.)

- Enter all service activities into the Protegra database and maintain quality up-to date documentation on all interactions with participants

CASE MANAGEMENT AND COORDINATION

- Build trusting relationships with marginalized youth and young adults who access services and resources through RaY's Virtual Mental Health and Addictions Platform
- Utilize the chat function of the RaY Wired platform to encourage youth to work through the applicable educational materials and tools for mental health and/or addictions issues
- Follow up with and monitor youth progress through the RaY Wired platform
- Conduct intakes, assessments, case reviews and case treatment plans; help participants to navigate materials on the platform and provide consultation, guidance, and prompts to ensure engagement and program completion
- Determine how youth fit into RaY's intensity of needs scale and review on an ongoing basis to accommodate for changes in youth behavior or living situations
- Connect youth to necessary and relevant resources, accessed through referral and direct provision; provide online consultation and guidance to external resources that can be beneficial to participants; help young people navigate application processes
- Impart information and direction that will empower youth and young adults to make informed and healthy decisions in the hopes of improving their quality of life
- Work in cooperation with RaY's integrated service team and determine effective collaborative strategies that formulate best youth care practices
- Refer youth to culturally-relevant services as provided through the Cultural Coordinator, Knowledge Keeper and/or external Indigenous service providers

YOUTH CARE

- Maintain a keen awareness of internal and external resources available to youth in their respective communities
- Build trusting relationships with participants in a non-judgmental and non- threatening way, in alignment with RaY values and principles.
- Impart information that will empower participants to make informed decisions in the hopes of improving their quality of life.
- Advocate on behalf of participants on a case-by-case basis with various "Systems" i.e. Child and Family Services, Employment and Income Assistance, Legal Aid, Health, Addictions, Justice etc.
- Effectively engage in conflict resolution, systems navigation and problem solving.
- Provide referrals for youth to participate in cultural activities and ceremonies with the guidance of agency supports and external resources, when applicable

Other duties as assigned

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Physical demands: sitting, walking, some lifting up to 20 lbs
- Work environment: an environment of high-stress and fast-paced crisis intervention. Will be largely in the office but may require home visits and transportation of participants within city limits.

RaY is committed to representing diversity among our staff and volunteers. Indigenous peoples, visible minorities, persons with disabilities, persons of minority sexual orientations and gender identities are encouraged to apply and self-identify.

Please email your resume and cover letter detailing the position title in the subject line and email your attachments to employment@rayinc.ca with attention to Employment at RaY. No phone calls please.