

## WINNIPEG REGIONAL HEALTH AUTHORITY POSITION DESCRIPTION (Non-Management)

**DATE: June 21 2022**

---

**POSITION TITLE: Mental Health Resource-Education Facilitator JOB CODE: 30002098**  
(Previously Community Health Services Specialist)

**DEPARTMENT:**    Mental Health Integrated Service -Mental Health Promotion  
**UNION:** MAHCP

---

**SUPERVISOR'S TITLE:**    Manager, Community Mental Health Integrated Services

**SUPERVISORY RESPONSIBILITIES:**    None

---

**EDUCATION:**

- BSW, OT, PT, BSc PN, RPN, BN, RN, SLP, RD, or related health/human service degree required.

**SPECIAL TRAINING:**

- Proficient in computer software (Word, PowerPoint, Excel, Access, Outlook).
- Education and skills in the principles of adult learning
- Extensive knowledge of recovery principles, recovery-oriented practice and a comprehensive understanding of the environments, conditions and practices that support individuals and family's recovery efforts. Extensive understanding of the processes, tools and techniques associated with Change Management and the ability to apply this knowledge at an individual and organizational level.

**EXPERIENCE:**

- Minimum of four years of experience working within mental health promotion (may include clinical mental health, health promotion, community development, program coordination and development).
- Excellent written and verbal communication skills for individual, small and large group interactions both within health region and community partners.
- Experience in curriculum development and delivering training both in person and virtually.
- Evidence of knowledge and experience in the principles of adult education.
- Strong group facilitation, training and mentorship skills.

- Experience in working effectively with a diverse range of groups including professional groups, workplaces, advisory groups and community-based organizations.
- Experience and ability in developing and maintaining excellent working relationships with a broad range of individuals and organizations, including the ability to facilitate, collaborate, and resolve conflict.
- Demonstrated ability to develop and facilitate partnerships for program development and delivery.
- Demonstrated knowledge and experience in program planning and project management.
- Experience in resource development related to public mental health promotion campaigns.
- Ability to manage multiple projects and assignments.
- Excellent communication, organizational and team skills essential.
- Experience in mentoring staff's professional development and developing comprehensive staff training platforms.
- Experience in leading knowledge exchange and communities of practice.
- Experience with data collection and reporting.

**OTHER SKILLS AND KNOWLEDGE REQUIRED:**

- Ability to foster a collaborative work environment
- Ability to work on own initiative and prioritize workload
- Knowledge of population-based health strategies and approaches
- Comprehensive knowledge and understanding of co-occurring mental health and substance use disorders, psychosocial rehabilitation, trauma-informed service, and empowerment.
- Knowledge in program development, implementation and evaluation an asset.
- Effective networking and relationship building with a variety of internal and external contacts spanning community and acute care settings, including individuals and family members, colleagues and community agencies
- Ability to positively engage others and inspire a broad range of partners and stakeholders to facilitate system transformation
- Understands the impact of stigma and discrimination pertaining to mental health and mental illness and co-occurring disorders
- Physically capable of providing service in a wide variety of community settings under varying weather and environmental conditions.
- Must be able to physically access and work in a variety of community environments.

**LICENCES, REGISTRATIONS:**

- Responsible for maintaining and providing proof of active registration with the appropriate registering body.
- Requires a valid driver's license and a vehicle.
- If successful applicant is a Registered Dietitian, must be a graduate of a recognized dietetic internship program accredited by Dietitians of Canada.

---

### **Overview of Community Mental Health Program:**

“Our Vision is Healthy People, Vibrant Communities, Equitable Care for All”. To bring this vision to reality the WRHA Adult Mental Health Program provides an integrated and comprehensive range of mental health services and supports primarily for adult residents of Winnipeg across the healthcare continuum that support and promote recovery. The Program endeavours to ensure access to the right combination of services, treatments and supports across the lifespan, providing seamless transitions from intensive to less intensive services. Through collaboration and partnership across various health, social service and community sectors the program strives to promote mental health and well-being for all, to reduce inequities and the impact of mental health problems and to work towards sustainability of mentally healthy individuals and communities.

### **MAIN FUNCTION:**

The Mental Health Promotion (MHP) program is a fundamental component of the Mental Health and Addiction Services within the WRHA. The Mental Health Promotion program works collaboratively with other WRHA service areas, and community agencies, school divisions, post-secondary institutions, social services, health services, and other partners, to promote and protect the mental health and well-being of the population across the lifespan.

Mental Health Promotion (MHP) includes actions that promote mental well-being for the whole population, prevent mental health problems or illnesses, and improve quality of life and support recovery for people living with a mental illness. The MHP program develops, implements, and evaluates various initiatives that aim to promote mental health across the lifespan by building upon strengths, enhancing protective factors and reducing risk factors to ultimately achieve mentally healthy individuals and communities.

Under the supervision of the Manager, the Mental Health Promotion Resource-Education Facilitator develops and coordinates a variety of mental health and addictions promotion projects with a focus on training and education. The Mental Health Promotion Resource-Education Facilitator develops, coordinates, delivers and supports a range of educational and training activities to enhance the capacity for positive mental health within the WRHA and broader community. The Mental Health Promotion Resource-Education Facilitator liaises with Regional mental health and addictions staff to assist in the development of training resources that address key practice issues within the Mental Health & Addictions Services and supports the development of staff competencies in a number of areas.

### **POSITION DUTIES AND RESPONSIBILITIES:**

#### **Contributes to the Mental Health Promotion team**

- Establishes and maintains collaborative relationships within the Mental Health Promotion team
- Contributes to the strategic planning process and program evaluation
- Completes Quarterly Reports and other reporting as needed
- Supports student placements within the program when required

- Adheres to all safety and health regulations and safe work practices.
- May be required to perform other duties and functions related to this job description not exceeding above stated skills and capabilities.

**Commented [LM1]:** repeated

**Coordination of training and education to enhance workforce and community capacity for suicide prevention**

- Coordinates and delivers staff training Coordinates and delivers community education
- Assigns trainers, mentors and supports new trainers, creates training schedule, books training space, prepares training materials and orders supplies.
- Coordinates and supports various projects within the Winnipeg Health Region.
- Provides consultation to community partners for new project/initiative start-up, implementation and sustainability plans, including consultation to trainers/teams, delivers information sessions, supports and mentors new leaders and teams.
- Participates as an active member of the Winnipeg Suicide Prevention Network and provides leadership and coordination in collaboration with the co-chair to develop a workplan, formulate and manage annual budget, lead meetings, record minutes, support the implementation of the workplan and complete annual report.

**Development and coordination of mental health promotion projects with a focus on training and education to enhance workforce and community capacity for population mental health promotion**

- Initiates, develops and sustains partnerships with various WRHA services, community working groups and organizations to identify education and training needs and to develop education and training material related to mental health promotion Conducts community consultations and focus groups to gather information.
- Supports the implementation of evaluation projects within the program.
- Researches and identifies best practices and evidence-informed approaches.
- Participates in Advisory Groups on a consultative basis.
- Develops standardized materials and develops multi-format curricula that supports best practice to be used in staff training (which may include a presenter's guide, PowerPoint presentation, coaching tools and participant guide).
- Updates and edits training material as required ensuring material remains current and reflective of best practices.
- Facilitates and delivers presentations and workshops to a variety of audiences.
- Delivers presentations at conferences and training events.
- Develops and implements feedback and evaluation tools for the evaluation of education and training delivered.

**Acquire, organize and disseminate mental health promotion materials**

- Organizes internal mental health promotion resource materials in a variety of formats by maintaining stock, updating ordering processes, and revising as necessary.
- Responds to inquiries regarding mental health promotion materials.
- Increases access to mental health promotion resource materials available through health communication strategies.
- Writes articles for publication on a variety of mental health promotion topics.

- Supports and coordinates public awareness events and activities (e.g. Mental Health Week, World Suicide Prevention Day).

**Support and facilitate the linkage and integration between practice needs and training needs within the Mental Health program**

- Provides consultation to the Community Mental Health services from a mental health promotion perspective and in alignment with the recovery-oriented practice framework.
- Collaborates with WRHA Mental Health and Addictions staff to address staff training and education needs that support the ongoing development of a recovery-oriented practice framework.
- Liaises with Mental Health Clinical Specialists, and the Practice Committees as needed.
- Assists in the development of materials/tools/guidelines to support practice for the various program areas within the Community Mental Health Program.