



Canadian Mental  
Health Association  
Vancouver-Fraser  
*Mental health for all*

Association canadienne  
pour la santé mentale  
Vancouver-Fraser  
*La santé mentale pour tous*

**Canadian Mental Health Association, Vancouver-Fraser Branch (CMHA-VF)**

**Job Posting**

<b><u>Job Posting Number</u></b>	<b>2025003</b>
<b><u>Job Title</u></b>	<b>Clubhouse Coordinator – Diversity and Multicultural Focus</b>
<b><u>FTE</u></b>	<b>1.0 FTE (37.5 Hours Per Week), Temporary until June 27, 2025 or until the return of the incumbent</b>
<b><u>Hours of Work</u></b>	<b>Varying between 9am – 8pm (with occasional weekends)</b>
<b><u>Reports To</u></b>	<b>Team Supervisor, ECHO Clubhouse</b>
<b><u>Employee Group</u></b>	<b>Hospital Employees’ Union (HEU)</b>
<b><u>Work Location</u></b>	<b>ECHO Edmonds</b>
<b><u>Classification</u></b>	<b>Community Collective Agreement Activity Coordinator 81003/Supported Employment Worker 81802; Grid 31</b>
<b><u>Salary Range</u></b>	<b>\$30.20 to \$31.89 per hour</b>
<b><u>Start Date</u></b>	<b>ASAP</b>
<b><u>Apply To</u></b>	<b>Herbert Campos (Team Supervisor, ECHO) Herbert.campos@cmhavf.ca</b>

**MISSION STATEMENT**

As the nation-wide leader and champion for mental health, Canadian Mental Health Association (CMHA) is a federation of local branches and provincial divisions. Together, we help people access the community resources they need to build resilience and support recovery from mental illness or addiction. We do this by building capacity, influencing policy, providing services and developing resources. Together we positively impact change, create a community that supports mental health and reduces the stigma associated with mental illness.

Canadian Mental Health Association, Vancouver-Fraser branch (CMHA-VF) has been serving the Metro Vancouver area since 1958. We believe everyone deserves to be mentally healthy and live in a healthy community. By offering community-based mental health education, services and supports for children, youth, adults and seniors, CMHA-VF contributes to the long-term health and wellbeing of our communities.

**Vancouver Office** 110 - 2425 Quebec Street, Vancouver, BC V5T 4L6  
**New West Office** 233 – 610 Sixth Street, New Westminster, BC V3L 3C2  
**Delta Office** 4871 Delta Street, Delta, BC V4K 2T9  
**Website** <https://cmhavf.ca>

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 Tel: 604-943-1878





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## **POSITION SUMMARY**

The Clubhouse Coordinator – Diversity and Multicultural Focus is responsible for the day-to-day coordination, planning, implementation and evaluation of all Clubhouse programs including volunteer, supported work, employment, and recreation. Responsibilities include training and supervising staff, volunteers and overseeing practicum students. The Clubhouse Coordinator acts as a Mental Health Worker to support individuals in their recovery journey, and to involve members in all aspects of the program and assist members to work towards identified goals in areas of personal life, education, volunteerism and leisure. Ensuring the clubhouse programs and services are accessible and marketed to diverse and multicultural population is the focus of this position.

## **DUTIES AND RESPONSIBILITIES**

### ***Mental Health Worker Duties and Responsibilities***

- Orientate and facilitate member participation in programs;
- Help develop, implement and review ISPs (Individual Service Plans) for clients, communicate ISP recommendations and/or changes to Team Supervisor – Clubhouse;
- Identify member interests, needs and abilities as related to key components of Psychosocial Rehabilitation;
- Encourage members to set attainable rehabilitation/recovery goals for themselves;
- Assist members to develop any needed transferable skills;
- Assist members in finding relevant training or work that will lead to eventual job placement;
- Assist members to participate in community activities and volunteer work by helping them to maximize their strengths, develop and/or maintain skills, abilities, and personal supports;
- Create social and leisure and employment opportunities which will reduce isolation, increase self-esteem, and establish social and support networks;
- Plan, implement, facilitate and evaluate educational programs and group activities;
- Observe, evaluate, identify and report any concerns or changes in member behavior to Team Supervisor – Clubhouse;
- Maintain current and accurate documentation regarding client progress, financial records and statistical information as required;
- Maintain appropriate levels of supplies, equipment and cleanliness as necessary;
- Maintain current knowledge of and comply with all organizational policies and standards as outlined in the policy and procedures manual, health & safety manual, job description and other documentation;
- Establish and maintain positive working relationships with staff, volunteers, members and other professionals;
- Assist in training or providing direction to volunteers, staff and practicum students;
- Collaborate and liaise with other professionals and community service organizations as needed;
- Attend work related in-services and staff meetings as required;
- Complete First-Aid, Non-Violent Crisis Intervention Training, FOODSAFE, and Suicide Awareness Training and/or any other training as deemed appropriate by the employer; and
- Other duties as assigned.

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### **Clubhouse Coordinator – Diversity/Multicultural Focus**

- Receive and screen referrals from various sources;
- Train, supervise, direct and evaluate staff and volunteers;
- Monitor and maintain program budget, ensuring spending falls within approved levels;
- Attend monthly staff meetings;
- Evaluate and report program goals;
- Develop and monitor Clubhouse policies and procedures;
- Ensure Clubhouse programs and activities are accessible and marketed to diverse and multicultural population;
- Ensure all documentation (reports, HR forms, payroll submissions etc.) is completed accurately and on time;
- Create an environment which meets the goals of the program, promotes effective communication between all partners, and promotes problem-solving within the program; and
- Ensure appropriate levels of supplies, equipment, clubhouse cleanliness and vehicle and fire safety are maintained.

### **GENERAL**

- Attends monthly staff meetings, committee meetings and others as required;
- Submits regular activity reports, timesheets, expense forms, etc. as required;
- Represents the agency in a professional manner;
- Provides cover for other program staff as appropriate and required; and
- Other related duties as appropriate and required.

### **POSITION REQUIREMENTS**

- BA or Diploma in Mental Health, Therapeutic Recreation, Child/Youth Studies or a related discipline, or the equivalent combination of education, training and experience;
- Minimum one-year experience supervising staff and volunteers in a psychiatric rehabilitation setting;
- Minimum one-year experience programming recreation/leisure for a multicultural/diverse population;
- Minimum one-year experience working with adults who have mental illness in a rehabilitation setting;
- Fluency in a language spoken prevalently in the community other than English an asset;
- Formalized training and experience in the provision of psychosocial rehabilitation;
- Ability to develop programs based on a needs assessment that reflects the principles of psychosocial rehabilitation and clubhouse goals/objectives;
- Ability to measure the effectiveness of clubhouse programs and modify as required based upon evaluation and outcome data;
- Ability to supervise staff in the provision of services consistent with the principles of psychosocial rehabilitation and clubhouse goals/objectives;
- Ability to identify and advocate for needed supports and resources;
- Familiar with and able to implement Psychosocial Rehabilitation principles fostering a belief in the recovery process;
- Knowledge/understanding of psychotropic medications;
- Previous experience supporting people with chronic mental illness or concurrent disorders;

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- Ability to be motivational and positive in interactions with clients and take initiative with creativity and flexibility;
- Ability to problem-solve, demonstrate good judgment, show sensitivity and maintain confidentiality;
- Teamwork skills maintaining honest, direct and respectful working relationships, as well as being able to work independently;
- Ability to observe, record and evaluate change in human behavior;
- Written and verbal communication and mediation skills, excellent interpersonal & facilitation skills;
- Computer skills as required to complete reporting, etc.;
- Ability to develop program related reference & resource material;
- Ability to organize tasks, prioritize and manage time effectively in a busy and fast-paced environment;
- Ability to manage emergencies/crisis in a calm and effective manner taking all precautionary measures; and
- Possession of a valid BC class V driver's license and use of a personal vehicle during working hours.

***Additional Position Requirements:***

- Completes First Aid training, Non-Violent Crisis Intervention Training (NVCI), Suicide Awareness Training, and any additional training deemed appropriate or required by the employer; and
- Successful criminal record check for the vulnerable adults and children sector.

## **HOW TO APPLY**

- Please submit your application to [herbert.campos@cmhavf.ca](mailto:herbert.campos@cmhavf.ca) with the subject line **“Application for Clubhouse Coordinator – Diversity and Multicultural Focus”**.
- Provide a cover letter and a current resume describing how you meet or exceed the above-noted position qualifications.
- We thank all applicants for their interest, but only those selected for further consideration will be contacted.

## **WORKING AT CMHA-VF**

CMHA-VF is committed to employment equity and prioritizes the hiring of individuals from underrepresented groups including trans and gender diverse persons, Indigenous/Two-Spirit people, people of color and people with disabilities.

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