



May 12, 2022 (*updated May 18, 2022*)

**Program Manager
Mental Wellness Programs**

Classification: Full time, Term (Contract completes June 2023, with the possibility of extension)
Please note: This position and program is dependent on external funding.

Hours: 35 hours per week

Salary Range: \$58,000-\$65,000 annual salary (plus group benefits)

Start Date: June/July 2022 (negotiable)

Situation:

Mental Wellness Programs are an expanding and exciting area of work within the Community Health Branch of the YMCA-YWCA. The Y Mind Programs support teens 13-18 years of age and young adults 18-30 years of age who experience symptoms of mild to moderate anxiety to learn healthy coping strategies and connect with like-minded youth in a safe and encouraging group environment. It is a 7-week program based on Acceptance and Commitment Therapy and Mindfulness, facilitated by two mental health professionals. Y Mind Youth and Y Mind Teen have successfully expanded across Vancouver Island using a 'train the facilitator' model. Supports are provided by the YMCA of Greater Vancouver Mental Wellness team along the way for further adaptation, marketing, recruitment, delivery, and evaluation of the program. This model builds capacity in communities by training local facilitators who have a background in mental wellness, and is in line with the strengths-based approach of Y Mind.

Through these programs, the YMCA has already supported youth and teens in 44 communities across BC to overcome barriers to accessing timely and appropriate support by providing access to services at no cost to youth, many of whom are low income and cannot afford to pay, providing a social support network for isolated youth experiencing mental health problems and teaching coping skills to cope with anxiety.

Nature and Scope:

Reporting to the Director of Operations (Community Programs), the Program Manager will work collaboratively with other staff, volunteers, participants, community partners, and stakeholders. The Program Manager is responsible for programming at Y Health and Fitness centres, as well as locating new sites to expand programming to, within their region. The Program Manager is also responsible for facilitator training in the Y Mind curriculum for both the Y-based and community partner sites, overall operations of the program including marketing and recruitment, intake and assessment, hiring, supervising and performance management of part-time facilitators, maintaining and building relationships with stakeholders and community agencies, budgeting and financial management, program administration, risk management, and program reports. In some cases, the Manager may also be responsible for the lead facilitating role in group workshops. They will ensure fidelity to the Y Mind model, while also providing enough flexibility in delivery to meet the different needs and contexts of communities.

The successful applicant must be available to work a variety of hours, including some evenings (and occasional weekends). This position is entitled to a YMCA-YWCA individual membership, 22 days paid vacation and paid sick days. The funding for this position supports access to the Y's cost-shared benefits package (after completion of the probationary period) which includes:

- Health Care, Drug Plan, Dental, Vision, EAP
- Extended Health Care and Life Insurance
- YMCA Canada Pension Plan (eligible after one year)

Further benefits are outlined in the Personnel Policies.

Responsibilities:

- Overseeing and delivering Y Mind curriculum training (Y Mind Teen and Y Mind Youth)
- Supporting the partnership model for Y Mind
- Provides guidance and leadership to Y Mind community partnerships, including fidelity to Y Mind programs, marketing, recruitment, delivery, and evaluation of the program.
- Relationship development with community organizations and stakeholders in order to facilitate the growth and reach of Y Mind programming
- Identifies new partnership opportunities for delivering Y Mind programs
- Provide technical skills and support to mental wellness programs operations
- Contributes to program planning and assisting with the development and implementation of program plans and materials, ensuring compliance with association/legislative requirements
- Work collaboratively with other Y staff and the Y Mind Provincial team
- Support with preparation of budgets and ensures program is delivered within budget
- Recruit, train and support program facilitators as needed
- Support applicants and participants to contact appropriate referrals to community agencies
- Intake and assessment of program participants
- Provide direct leadership to program delivery and ensure program content meets the appropriate criteria and meets the needs of all participants
- Ensure the safety of all members, participants, staff, and property by following YMCA-YWCA standards/policies/procedures
- Completion of narrative and financial reporting as required by funders and internal stakeholders
- Maintain program and participant records in a way that maintains confidentiality and is aligned with best practice in the mental health field
- Ability to provide clinical supervision to MA Counselling Psychology practicum students is an asset

Qualifications:

- Master's degree in a mental health related field (or similar)
- Minimum 2 years related experience at a managerial level
- Two years of experience working with teens and young adults experiencing mild-moderate anxiety and depression
- Program implementation and development experience
- Demonstrated experience building and maintaining community partnerships and relationships
- Experience developing and facilitating psychoeducational workshops
- Excellent understanding of both Acceptance & Commitment Therapy and mindfulness
- Exceptional interpersonal, communication, and conflict resolution skills
- High degree of independence and initiative within a team environment
- Administrative experience including proficiency with Microsoft Office
- Budget management experience an asset
- Ability to train new staff and provide ongoing support and guidance
- Ability to recognize mental health signs and symptoms beyond the mild to moderate spectrum and provide referrals to appropriate medical and community agencies
- Demonstrated ability to make sound judgments and decisions; effective prioritizing and problem-solving skills

- Standard First Aid and CPR-C certification is required
- Ability to work some evenings, weekends and flexible schedule, as required
- Must have access to a vehicle and a valid BC Driver's License
- A clear police/RCMP Criminal Record Check with Vulnerable Sector Screening is required
- Proof of full COVID-19 vaccination is required

Competencies:

In addition to bringing a commitment to YMCA-YWCA vision and values, and an orientation to service, the candidate should possess the following competencies:

Commitment to Organization and Values: Demonstrates and promotes a personal understanding of and appreciation for mission, vision, strategic outcomes and values of the YMCA of Greater Vancouver.

Service Orientation: Deliberately identifies needs and wants of members/participants as priority, and creates opportunities to enhance each and every person's YMCA experience.

Teamwork: Ability to work effectively with others to achieve optimal collective results.

Communication: Ability to speak, write, listen, and secure information in a variety of settings

Outcomes Oriented: Ability to lead, manage, and achieve identified goals.

To Apply: Please send a cover letter and resume to:

Human Resources
YMCA-YWCA of Vancouver Island
Email: hr@vancouverislandy.com

Please Note:

- 1. Application Deadline:**
 - *Shortlisting for interviews will begin Tuesday, May 24, 2022.*
 - *Applications will be accepted until the position has been filled.*
- 2. We thank all applicants, but only short-listed candidates will be contacted.**

The YMCA-YWCA of Vancouver Island is an equal opportunity employer.