



**Mental
Health
Estrie**

Job Opportunity

Administrative Assistant / Intervener

Mental Health Estrie is a grassroots not-for-profit organization committed to providing information, support, education and advocacy to English-speaking caregivers and individuals affected by mental illness in Estrie.

Term: Contract position 14 hours per week, with possibility of increase

Place of work: Sherbrooke (Borough of Lennoxville)

Job Description: As Administrative Assistant: participates in all general office and clerical activities. As Intervener: assists with facilitation of peer support groups and one-on-one support. All staff works under the direction of, and is responsible to, the Executive Director.

Requirements:

- Bilingual: English 5/5 written & spoken; French 3/5 minimum;
- Diploma in Special Care Counselling, Degree in Psychology or a related field or equivalent experience;
- Experience coordinating workshops and activities;
- Strong communications and networking skills;
- Proficiency with Microsoft Office (Word, Excel, Power Point); Knowledge of Access, Publisher are an asset;
- Proficiency in social media (Facebook);
- Possess a valid driver's license;
- Familiarity with health system / services and the regional issues of the English-speaking community in the Estrie region is an asset;
- Knowledge of accounting (Sage/Simply) is an asset.

Administrative tasks include:

Field telephone calls, respond to information requests, make referrals. Manage website, Facebook and other social media. Record sources of income (donations, grants, project funding). Manage memberships. Maintain statistics, and prepare reports. Manage communications (print and radio). Manage and maintain company records / files.

Intervener tasks include:

Provide information and referral services via telephone, email, in person. Plan and facilitate peer support group meetings. Assess suitability of potential participants to integrate into support group. Research, plan and organize workshops. Provide ongoing one-on-one support as needed. Research and update intervention / management "tool kit" (worksheets, handouts, etc.)

The successful candidate:

- Is able to work collaboratively and autonomously
- Has strong organizational and time management skills;
- Is motivated, innovative, dynamic and attentive to detail
- Has an understanding of the challenges of managing life with a mental illness
- Is sensitive, empathetic and encouraging
- Has excellent active listening skills and respects confidentiality

To Apply: Send an English letter of intent* and CV by **September 13th 2019** by email mhe.info@bellnet.ca to:

Tanya Gibson, Executive Director
Mental Health Estrie

*We thank all candidates for applying however only those selected for an interview will be contacted; applications received without a letter of intent will not be retained. **Interviews will take place in Sherbrooke the week of September 23rd 2019.**