

Success Mentors Position Description “Aim for Success” Project

POSITION SUMMARY

The Success Mentor will work towards positive mental health promotion by increasing capacity within the Wild Rose Public School Division and the community at large, to ensure positive support and programming around mental health issues. The mentor will work both within schools and the community, to train and equip individuals to deliver positive mental health programming. The mentor will coordinate programming and services to support and strengthen youth and families. The mentor will work collaboratively with school staff, other Mental Health Capacity Building (MHCB) staff, families and community partners to plan and deliver services and ensure the ongoing success of the program. The mentor will work towards the programs Schedule B mandate and facilitate programming as required to ensure outcomes are met. The mentor will work within the Aim for Success team of mentors and will report directly and be supervised by the Project Coordinator.

DUTIES AND KEY RESPONSIBILITIES

- Establish positive and healthy relationships with teaching staff, youth and families within our target population and demographic area
- Assist with development and implementation of proactive school based programs that promote positive mental health wellness and positive social environments for youth and families.
- Increase the coping behaviors, knowledge, and skills of youth to enable them to make better choices and adopt behaviors to self-protect their mental and physical health at an early an age as possible
- Deliver training to equip and empower teaching staff and community leaders in the selected Aim for Success training programs
- Support the on-going development of monthly family programming and play a key role in the hosting of such events
- Support the on-going development of educational opportunities that will be delivered by the team and its community partners
- Develop and facilitate as required groups around specific issues such as social skills, self-esteem etc.
- Build student resiliency capabilities to help enable students to successfully transition into new academic settings
- Attend monthly Aim for Success staff meetings, teleconferences, zone meetings, mandatory training and other MHCB training/meetings as needed
- Connect youth, families and teaching staff with beneficial community, county and other supports as required to ensure positive mental health wellness
- Strengthen and enhance existing programs.
- Maintain confidentiality and demonstrate professionalism at all times

- Coordinate and/or facilitate parent support and workshops as needed
- Maintain case documentation as outlined by School Administration and Project Coordinator for youth and families that are supported
- Meet regularly with the Project Coordinator
- Must have scheduling flexibility with hours of employment
- Perform any other duties as assigned by the Project Coordinator

ADMINISTRATIVE RESPONSIBILITIES

- Actively participate in team meetings and professional development opportunities
- Responsible for purchasing of individual program materials and financial reporting to the Project Coordinator
- Maintain accurate documentation, statistics and on-going reports of programs delivered, support provided and report to coordinator on a monthly, quarterly and bi-yearly basis
- Complete other duties as assigned

QUALIFICATIONS

- Preference will be given to a candidate who possesses an education or human services health related diploma and/or degree.
- A combination of education/training and relevant experience will be considered.
- Valid Class 5 Alberta Driver's license, valid insurance and vehicle for travel.
- A Valid class 4 Alberta Drivers license or a willingness to achieve this after employment has been offered
- Ability to work collaboratively with children, youth, and families as well as within a school and community environment is preferred.
- Must be able to work flexible hours.
- Must provide both a satisfactory, original and recent (within six months) Criminal Record Check and Intervention Record Check as a condition of employment.