

BURMAN UNIVERSITY  
**JOB DESCRIPTION**

<b>JOB TITLE</b>	Mental Health Coordinator
<b>DEPARTMENT</b>	Student Services
<b>CATEGORY</b>	<input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salary
<b>REMUNERATION SCALE</b>	\$49,092-\$61,356
<b>REPORTS TO</b>	Director, Counseling and Career Development

**POSITION SUMMARY**

Under the direction of the Director of Counselling and Career Development, the Mental Health Coordinator is tasked with inspiring and promoting the development of a culture of mental, emotional, spiritual and physical wellness and resilience across the campus.

**ESSENTIAL JOB FUNCTIONS**

- To maintain collaborative relationships with student leaders, campus, faculty, staff, and community partners to develop a comprehensive, multidisciplinary approach to health for students. This position is responsible for developing strategic plans, goals, and measurable objectives for mental health promotion programs, policies and services.
- To develop a mental health strategy based on evidence-based research and best practices across the continuum of well-being and care and offer a comprehensive plan for transforming our approach to student mental health. This plan will be designed to help:
  - eliminate barriers;
  - build more supportive and inclusive campus environments and services;
  - attract and retain students; and
  - reduce and eliminate stigma surrounding student mental health issues.
  - promote a safe, nurturing campus environment for students
- To develop, implement and analyze student health surveys that (including the National College Health Assessment) to 1. provide baseline data and follow-up health data, 2. identify program needs and priorities, 3. evaluate the effectiveness of programs and services and 4. track trends in student health status and behavior.
- Develop and launch programs and initiatives for mental health education (i.e. Health Fair) as well as target specific interventions and create programming initiatives to support the specific challenges of diverse student groups and communities
- To promote awareness of mental health issues on campus in an attempt to reduce stigma regarding mental health concerns and illness. This will include the steps needed to train front line workers through programs, course work or workshops.
- Assist in providing non-clinical mental health support to students by providing additional counselling as necessary.
- Will, in consultation with the Director of Counselling and Career Development, evaluate and implement best practices to enhance the response to ongoing mental health concerns and mental health crisis protocol.
- Gather information on clinical mental health services available to students in the community who can help deal with mental health concerns and crisis management and create a comprehensive referral list to help students.
- Attend and participate in professional development activities such as workshops, seminars, and in-service training to further education, skills, and training

- To participate in committees as designated by the Director of Counselling and Career Development.
- Other duties as assigned

## **JOB STANDARDS AND REQUIREMENTS**

### **EDUCATION/TRAINING**

- Bachelor's degree in health science, public administration, recreation administration, social science, or other related field.
- Master's degree in health, social science, or similar discipline is an asset.

### **EXPERIENCE**

- 1-2 years' work experience in the health field or experience in the counselling field preferred.

### **SKILLS AND REQUIREMENTS**

- Maintain positive working relationships with employees and the management team
- Work in a team environment and be a self-starter when working independently
- Detailed, organized and creative
- Ability to effectively communicate both verbally and in writing with exceptional phone skills
- A strong sense of self and the ability to make decisions in a variety of situations
- Highly developed understanding of industry regulations, standards, and best practices
- Demonstrated ability to work with a multi-disciplinary team
- Ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Ability to adapt to new technology
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems
- Certifications or licenses appropriate to the position
- Ability to deal pleasantly and effectively with a wide range of people of different ages and cultures, in potentially volatile and emotionally charged situations
- Ability to work individually as well as part of a team
- Ability to work under extreme pressure and handle tense and stressful situations
- Demonstrated time management skills
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment
- High level of integrity and work ethic

### **PERSONAL**

- Flexibility to work days, evenings and weekends as necessary
- A member of the Seventh-day Adventist Church in regular standing
- Familiar with and passionate about Adventist post-secondary education
- Value people and relationships
- Dedication to provide excellence in Seventh-day Adventist education through support of the vision and mission of Burman University

