

About Us:

Mental Health Connections (MHC) was established in April 2004 as a result of an integration with three groups – Programmed Activity for Therapy and Health (PATH), Consumer Survivor Alliance of Windsor-Essex County (CSAW), and the Family Mental Health Network (FMHN).

Mental Health Connections provides integrated psychosocial rehabilitation services (recovery strategies) in the Windsor-Essex County area to adults living with mental health issues

The centre offers a welcoming environment in which individuals can strive to maximize their potential by accessing a variety of strategies for recovery, health and fitness, recreational, social, vocational and peer support activities. Activities are offered both on-site and in the community.

Position Availability:

- This posting is for a vacancy within the organization

What We Offer

- Base Salary Range: \$28.00 - \$30.00 per hour
- Health Spending Account
- RRSP Program
- The opportunity to make a real difference in your community
- Ongoing learning and professional development opportunities.

Position Summary

We're looking for a compassionate and motivated **Program & Community Outreach Coordinator** to join our team and make a meaningful impact in the lives of individuals experiencing mental health and/or addiction challenges.

Reporting to the **Executive Director**, this role provides leadership in the development, coordination, and implementation of psychosocial rehabilitation programs for adults living with mental health and/or addiction challenges. Working collaboratively as part of the Rehabilitation Team, you will support program development, community engagement, and social media initiatives while fostering an environment that promotes recovery, independence, and overall wellness.

What You'll Do

- Represent the organization at community events, health fairs, and outreach opportunities
- Attend community meetings and support community development initiatives
- Ensure program materials and communications (e.g., posters) are current and accessible
- Collaborate with the Rehabilitation Team to develop, coordinate, and evaluate programs and events
- Attend daily morning staff meetings.
- Organize and facilitate client activities aligned with program goals and participant abilities
- Monitor program effectiveness and implement improvements as needed
- Support and encourage client participation while fostering a safe and inclusive environment

- Communicate client progress and intervention strategies during team meetings
- Respond to and help resolve client conflicts in a professional manner
- Prepare and distribute monthly activity calendars and staff schedules
- Assist in the development of agency newsletters and social media content
- Develop, maintain, and monitor the Resource Centre
- Build and maintain relationships with community partners and external resources
- Plan and deliver training sessions and workshops as required
- Maintain accurate records, data, and statistics for reporting and funding purposes
- Provide backup support to team members as needed
- Perform additional duties and participate in training as required
- Conduct intake assessments while working closely with the Program Manager.
- Provide mentorship to students as needed.

Ideal Candidate

- University degree in Recreational Therapy, Social Sciences, Health Sciences, or a related field
- 3–5 years of experience in the mental health and/or addictions field
- Experience in psychosocial rehabilitation program development
- Strong understanding of mental health, addictions, and psychosocial rehabilitation principles
- Knowledge of community resources and demonstrated ability to build partnerships
- Excellent organizational, time management, and multitasking skills
- Strong interpersonal, engagement, and communication abilities (written and verbal)
- Ability to maintain confidentiality and professionalism at all times
- Conflict resolution and problem-solving skills
- Ability to work both independently and collaboratively within a team
- Experience with social media and community outreach initiatives
- Proficient computer skills (Microsoft Office and related tools)
- Knowledge of CRMS or working with databases would be an asset.
- Supervisory or leadership experience is considered an asset
- First Aid, CPR, and Non-Violent Crisis Intervention certification (or willingness to obtain)
- Valid driver's license and reliable transportation
- Police clearance with Vulnerable Sector Screening
- Proficiency in French is considered an asset

Working Conditions: Frequent interaction with clients, staff, and community partners in both individual and group settings. This role requires flexibility, strong organizational skills, and the ability to manage frequent interruptions and shifting priorities in a dynamic environment.

