



## **JOB POSTING # 115**

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<b>Position Title:</b>	<u>Health Promotions Assistant</u>	<b>Vacancies:</b>	<u>1</u>
<b>Workgroup:</b>	<u>Senior Leadership Team</u>	<b>Posting Date:</b>	<u>April 23 – April 30, 2024</u>
<b>Status:</b>	<u>Full-time Temporary</u>	<b>Start Date/ End Date:</b>	<u>May 6 – August 23, 2024</u>
<b>Hours:</b>	<u>35-hours per week; with occasional evening/weekend hours if required</u>	<b>Salary Range:</b>	<u>\$17.80 per hour</u>

### **About CMHA Niagara**

*CMHA, Niagara is a non-profit, charitable organization committed to promoting mental wellness and to improving the lives of people in its service area who have mental illness as well as their families. CMHA Niagara achieves its mission through a number of programs and services.*

*CMHA, Niagara is committed to a recovery philosophy which focuses on the potential for people with mental illness to lead full, productive and engaged lives in their communities. The Branch works in partnership with many others who share in the commitment to supporting the broad determinants of health.*

### **Position Summary**

The Health Promotions Assistant will be a key support member in the planning and execution of health education and promotion initiatives. The incumbent is passionate about promoting wellness, possesses strong organizational skills, and is adept at engaging with diverse communities.

### **Essential Job Functions**

- Assist in the development, coordination, and implementation of health promotion programs and campaigns.
- Collaborate with the health promotions team to ensure the successful execution of initiatives aimed at improving community health.
- Support the planning and execution of health-related events, workshops, and seminars.
- Coordinate logistics, including venue arrangements, participant registration, and materials preparation.
- Engage with community members to promote health awareness and provide information on available resources.
- Foster positive relationships with community organizations, schools, and other partners to enhance outreach efforts.
- Assist in creating educational materials, presentations, and outreach content to convey health promotion messages effectively.
- Collaborate with graphic designers, writers, and other team members to produce visually appealing and informative materials.

- Collect and organize data related to program effectiveness and participant feedback.
- Contribute to the analysis of program outcomes and assist in the preparation of reports for internal and external stakeholders.
- Provide administrative support, including scheduling meetings, maintaining records, and handling communication with program participants and partners.
- Other administrative tasks as required

**Essential Job Requirements**

- Eligible for Canada Summer Jobs placement criteria: students must be between 15-30 years of age at the start of employment; be a Canadian citizen, a permanent resident, or a person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and be legally entitled to work in Canada.
- Currently enrolled in full-time post-secondary or undergraduate education with the intent to return to school on a full-time basis in the next academic year in the field of Health Education or Public Health.
- Knowledge and experience in health promotions and administrative skills are considered an asset.
- Strong written and verbal communication and organizational skills.
- Verifiable computer and technological proficiency, including the use of Microsoft Office applications.
- Satisfactory Vulnerable Sector Screening (Police Check).
- Proof of COVID-19 vaccination or verification that you are unable to be vaccinated.
- Must have access to a reliable personal vehicle.
- Current valid driver’s license.

CMHA Niagara is a culturally competent organization and is committed to building an inclusive community that respects the dignity and independence of candidates with multicultural and diverse backgrounds, multilingual abilities, and experience with the 2S&LGBTQQIA+ community. Candidates with this background would be considered an asset.

CMHA Niagara is committed to providing accommodation for persons with disabilities. Please see the related AODA policies on our website at [www.cmhaniagara.ca](http://www.cmhaniagara.ca) for further details or contact our Human Resources department for any information in an alternate format.

*If you are interested in applying for this position, it is your responsibility to ensure your application is received by Human Resources no later than 4:00 p.m. on April 30, 2024.*

Email: [hr@cmhaniagara.ca](mailto:hr@cmhaniagara.ca)

Please insert **#115 Health Promotions Assistant and your full name** into the subject line when emailing.

***Our Mission***

*Our purpose is to strengthen mental wellness in the Niagara community.*

***Our Vision***

*A Niagara where mental health is recognized, supported and optimized.*

***Our Values***

*Service      Respect      Integrity      Teamwork      Competency*

