



**Canadian Mental
Health Association**
York and South Simcoe
Mental health for all

CANADIAN MENTAL HEALTH ASSOCIATION – YORK REGION

VOLUNTEER PLACEMENT DESCRIPTION

WEEKDAY MORNING RESOURCE CENTER VOLUNTEER

Position Title:	Weekday Morning Resource Center Volunteer
Reports To:	Community Connections Staff
Location:	Aurora
Purpose:	To assist in the Community Connections Programs
Reviewed/Revised:	December 2016

MISSION STATEMENT OF AGENCY

As a nation-wide, voluntary organization, the Canadian Mental Health Association promotes the mental health of all and supports the resilience and recovery of people experiencing mental illness. The CMHA accomplishes this mission through advocacy, education, research and service.

ROLE-SPECIFIC RESPONSIBILITIES AND DUTIES

- Greet members as they arrive, make sure that they sign in
- Keep members aware of program changes/updates and upcoming events/workshops
- Welcome guests and give them a program schedule
- Support members in accessing resources available (i.e., computer, phone, welcome/events board)
- Responsibility for kitchen and main area cleanliness, and informing supervisor when supplies are needed
- Facilitating recreation activities is optional

GENERAL RESPONSIBILITIES AND DUTIES

- To adhere to CMHA's written volunteer policies and procedures
- Maintains confidentiality with respect to information about clients, family members and others

- Inform supervisor immediately of concerns regarding the welfare of clients
- Inform supervisor of issues that might interfere with the running of the program.
- Inform supervisor of issues that might interfere with volunteer placement or performance of volunteer role
- Be aware of health and safety procedures
- Bring questions to staff as they arise
- Make people feel welcome and comfortable
- Provide orientation to new member
- To offer clients informal support
- Contribute to the development of the agency/program

QUALIFICATIONS

- Good organizational & time management skills
- Ability to work with limited supervision following orientation
- Willingness to assist clients & staff of program
- Works well with others and enjoys helping when needed
- Easily adapts to changing environments
- Respectful, compassionate
- Knowledgeable and resourceful

COMMITMENT

- A minimum of 6 month commitment
- A minimum availability of 2 weekdays between 10:00am-1:00pm
- Attend program team meeting as needed
- Attend volunteer schedule as agreed upon with program manager
- Facilitate Weekday morning drop-in
- Completion of general orientation and on-the-job training; to be arranged with Supervisor
- Complete a Vulnerable Sector Screening
- Attend Volunteer Training.
- Be available for an interview with either of the program coordinators.
- Complete training in AODA, WHMIS, and Violence in the Workplace.
- Monthly Activity Forms identifying volunteer hours will be completed and submitted to the supervisor for signature at the end of each month.

CMHA, York Region Branch supports the recovery of people with mental illness and promotes diversity in the workplace. We encourage consumers, women, aboriginal people, people with disabilities, and members of the LGBT, visible minority and immigrant communities to apply.

To request this posting in an alternate format or to request accommodation in the application process, contact us by email at nbrouillard@cmha-yr.on.ca

While we thank all candidates for their interest, only those selected for an interview will be contacted.