

## CANADIAN MENTAL HEALTH ASSOCIATION – YORK REGION

### VOLUNTEER PLACEMENT DESCRIPTION

<b>Position Title:</b>	<b>Program Volunteer – Community Connections, Arts &amp; Crafts</b>
<b>Reports To:</b>	<b>Community Connections Staff</b>
<b>Location:</b>	<b>Aurora / Markham</b>
<b>Purpose:</b>	<b>To assist in the Community Connections Programs</b>
<b>Reviewed/Revised:</b>	<b>November 2017</b>

### MISSION STATEMENT OF AGENCY

As the nation-wide leader and champion for mental health, CMHA facilitates access to the resources people require to maintain and improve mental health and community integration, build resilience, and support recovery from mental illness.

### PURPOSE

This group meets once a week and is facilitated by one of our volunteers. It assists people in reducing isolation and restoring confidence. The program supports members to develop recovery-oriented skills including arts and crafts, relaxation, creative expression, self-care, recreation as well as promoting social engagement.

### 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
- Greet members as they arrive, make sure that they sign in
- Keep members aware of program changes
- Welcome guests and give them a program schedule
- Responsibility for kitchen cleanliness, and informing supervisor when supplies are needed

- Be aware of health and safety procedures
- Bring questions to staff as they arise
- Make people feel welcome and comfortable
- Assist program staff with activities and programming
- Develop, support, and/or deliver groups as per unique skills and experience
- Provide orientation to new member
- To offer clients informal support
- Contribute to the development of the agency/program
- Be aware of health and safety procedures

## **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
- Enjoy arts and crafts
- Some experience leading a group

## **COMMITMENT**

- Completion of general orientation and on-the-job training; to be arranged with Supervisor
- Monthly Activity Forms identifying volunteer hours will be completed and submitted to the supervisor for signature at the end of each month
- A minimum of 6 month commitment
- Attend program's team meeting as needed
- Attend volunteer schedule as agreed with program manager
- Art & Crafts and/or Knitting group once a week

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 LGBTQ, 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](mailto:nbrouillard@cmha-yr.on.ca)

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