



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

CANADIAN MENTAL HEALTH ASSOCIATION – YORK REGION

VOLUNTEER PLACEMENT DESCRIPTION

Position Title:	Program Volunteer
Reports To:	Community Connections Staff
Location:	Aurora
Purpose:	To assist in the Community Connections – Drop In Friday 12:00pm-3:30pm
Reviewed/Revised:	April, 2018

MISSION STATEMENT

As a 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.

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
- Provide orientation to new member
- Develop, support, and/or deliver groups as per unique skills and experience
- 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

COMMITMENT

- Complete a Vulnerable Sector Screening Check.
- 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
- Reliable, have a passion for and enjoy working in a team environment, and be an understanding listener.
- Attend volunteer schedule as agreed with program manager
- Notify program coordinator, in advance if you are not able to be present for a group.

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.