



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

CANADIAN MENTAL HEALTH ASSOCIATION – YORK REGION

VOLUNTEER PLACEMENT DESCRIPTION

Position Title: Client / Family Advisor Interview Panel Participant

Reports To: Human Resources Coordinator

Location: All 5 offices in York Region and South Simcoe

Purpose: To assist in the hiring process, by participating in interviews and making recommendation to hire

Reviewed/Revised: July 2018

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.

RESPONSIBILITIES AND DUTIES

- Know and understand the CMHA-YR hiring policy and the Federal and Provincial regulations as it relates to hiring.
- Be aware of your own personal biases and communicate those to the Interview Panel to ensure a fair and transparent interview process.
- Read applicants resume to glean information to prepare questions to ask during the interview.
- Plan the number of questions, the pattern of questions, types of questions, and length of the interview with the interview panel.
- Ask applicant questions in accordance with the Interview Panel instructions to obtain various specified information, such as applicant's work experience, qualifications, skills, abilities, interest in the role, ability to do the job, personal work preferences, etc.
- Use appropriate language during the interview ensuring that both the applicant and Interview Panel are at ease.
- Allow the applicant to answer the questions without interruption and ask additional questions to obtain more details as necessary.
- Keep an open mind during the entire interview and offer opinions and conclusions to the Interview Panel only after the applicant has left.

- Keep emotions under control during the interview, allowing for a natural response from the applicant and Interview Panel.
- Observe body language and how the applicant's behaviour may change in response to different questions being asked during the interview.
- Identify and resolve inconsistencies in applicants' responses by means of appropriate questioning and/or explanation.
- Summarize and record applicant answers using specified form.
- Review notes and data obtained from interview for completeness and accuracy.
- Identify and report potential problems/issues with applicant's responses.
- Rate applicant's answers using specified scoring tool.
- Review, compare and rank all applicants and their responses for consistency in evaluation and ranking.
- Compare applicant skills, abilities and qualifications to job description and job expectations.
- Recommend top applicant for hiring.

QUALIFICATIONS

- Must have had a care experience with CMHA York Region & South Simcoe within the past two years as a client.
- Works well with others and enjoys helping when needed
- Easily adapts to changing environments and schedules
- Respectful, compassionate
- Knowledgeable and resourceful
- Complete a Vulnerable Sector Screening Check
- Available during weekday hours.

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 6 month commitment
- Reliable attendance, flexible scheduling

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

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