



Position Description

Position Title:	Educator/Kids on the Block Coordinator		
Program Name:	Development	Position Classification:	6
Reports To:	Manager of Development		
Effective Date:	February 2016	Review Date:	July 2017

Position Summary:

The Educator/Kids on the Block (K.O.B.) Coordinator works in collaboration with the Educator/Health Promoter to deliver public education and certified trainings. This education may include general information about mental illness, stigma and mental wellness management as well as certificate programs such as Applied Suicide Intervention Skills Training, safeTALK, Mental Health First Aide and others. Workplace education and training will be presented, most often on a fee for service basis including psychological health and safety in the workplace, and others programs specifically designed in collaboration with the Health Promoter/Educator, for the unique needs of a workplace.

The Educator/K.O.B. Coordinator is also responsible for the coordination and supervision of the activities of the Kids on the Block Program. The Educator/K.O.B. Coordinator ensures that consistent, high levels of professional conduct, representation and performance standards are maintained. This includes responsibility for supporting all staff and volunteers associated with the program.

Key Responsibilities

1. Public Education and Certified Training

- Deliver public education to a wide variety of audiences at various levels of understanding, mental health background and awareness (schools, community groups, for profit and not-for-profit businesses)
- Represent C.M.H.A. H.K.P.R. at public information and workplace health fairs, providing information on mental illness, local resources to support mental wellness and the menu of programs and services available through C.M.H.A. H.K.P.R.



- Support and participate in systemic advocacy, health promotion, public education, and resource development
- Deliver certificate courses including A.S.I.S.T., safeTALK, Mental Health First Aide and others exclusively for C.M.H.A. H.K.P.R.
- Secure venue, arrange for catering, take registration and collect registration fees, as required

Coordination of the Kids on the Block Program

- Collaborate with teachers, community members and child focused groups to offer Kids on the Block Performances throughout the four counties
- Assist in the orientation, supervision and scheduling of the Puppeteers and volunteers who present the Kids on the Block puppet shows
- Contact schools to arrange for schedule of puppet shows throughout the school year
- Seek out funding and grant opportunities, and support stewardship of donors in collaboration with the Manager of Development
- Prepare an annual report on the presentations completed and partnerships of the K.O.B. Program.
- Monitor development, implementation and evaluation of program activities in accordance with policies and procedures, to ensure well-being of child participants and school staff
- Ensure that all administrative tasks, documentation and program statistical information is completed in accordance with funding guidelines and C.M.H.A. H.K.P.R. policies & procedures
- Maintain regular contact with collaborating organizations
- Supervise the care and maintenance of K.O.B. puppets and equipment
- Develop a clear definition of the K.O.B. program's intended outcomes

Fund Development, Grant and Proposal Writing

- Actively pursue new funding opportunities for the K.O.B. program and other public education opportunities.
- Explore revenue and funding opportunities from foundations, governments, community organizations and corporations across Canada, in collaboration with the Health Promotor / Educator and Manager of Development



- Develop and maintain a current understanding of the Kids on the Block history, programs, messaging, organizational long-term and annual strategy and success in order to make connections with the objectives and standards of the funders
- Explore revenue opportunities for workplace training and other community programming, In collaboration with the Health Promoter/Educator and Manager of Development

2. Documentation

- Determine appropriate baseline and outcome data to be collected from program participants and activities and identify resources to facilitate the collection of such data
- Collect, analyze and report program evaluation data, identifying strengths, weaknesses, challenges and pressures
- Ensure that all document and programming statistics around funding source requirements is accurately documented and recorded

3. Other Activities

- Assist in the formulation of plans to improve or strengthen the K.O.B. program including the development of an annual survey to groups who have experienced a K.O.B. presentation.
- Monitor compliance with regulatory requirements and best practices

4. Performance Management and Professional Development

- Participate cooperatively in the agency performance management process/system
- Stay current on relevant legislation and best practices, current research, policies and procedures
- Participate in ongoing professional development and mandatory training
- Actively engage and participate in supervisory process

5. Health and Safety – Worker Responsibilities



- Work in compliance with the Occupational Health And Safety Act, applicable regulations and all organizational health and safety requirements and procedures to ensure the health and safety of clients, staff/colleagues, volunteers and students
- Actively participate in workplace, departmental and job-specific health and safety orientation, education and training
- Use or wear any equipment, protective devices or clothing required by the employer
- Operate any equipment and work in a way that does not endanger oneself or any other worker
- Comply with established policies, procedure and work practices regarding health and safety
- Identify and report workplace and job hazards, defects and contraventions of the Act to your supervisor or employer
- Report health and safety problems to your supervisor or employer
- Notify your supervisor if clarification of a policy, procedure or safe work practice is needed
- Use initiative to reduce risk and apply discretion to solve problems, within scope of authority
- Work co-operatively with co-worker, supervisor, J.H.S.C. members and others

6. Client Safety

Adhere to C.M.H.A. H.K.P.R. client safety programs including program policies as well as infection control and prevention procedures. In partnership with clients, family members, and fellow staff, maintain open lines of communication to assist the organization in identifying and achieving quality outcomes for client safety. Report client safety incidents and suggested improvements to manager or delegate.

7. Quality Assurance Measures

- Q.A.M. is not applicable to this position

8. Other Duties as Assigned

- Attend, participate in team/staff meetings, and all-staff meetings as required
- Participate in agency quality improvement activities, e.g. accreditation projects, committee work, special events, etc.



- Participate in quality improvement activities at the team/program level
- Participate in external committees as required
- Duties may change from time to time
- Support Public Events as requested, including fundraising initiatives

Requirements of the Position:

A: Education and Training

Successful completion of post-secondary education (diploma or degree) in a relevant field is required.

We recognize that mandatory training before hire is an asset, however, successful completion of the training applicable to this role shall be requirements for continued employment in this position:

- Health and Safety Training (including but not limited to the following):
 - G.H.S.
 - I.P.A.C.
 - Workplace Violence
 - A.O.D.A.
- A.S.I.S.T.
- N.V.C.I.
- First Aid/C.P.R.

Assets with regard to this position:

- Bachelor's degree in relevant field
- Current Certification as a trainer in ASIST, safeTALK and Mental Health First Aid (MHFA)

B: Related and Relevant Experience

Mandatory experience

- 3 years experience in the development and delivery of mental health education



- Demonstrated knowledge of mental health, mental illness, stress management, anti-stigma, workplace wellness, mental health system issues and health promotion principles
- Demonstrated knowledge of the community and its resources, in order to provide assistance to community members to help navigate through mental health and social service systems
- Demonstrated ability to foster ongoing, continuous mental health awareness within the community
- Demonstrated organizational and time management skills, as well as flexibility and ability to meet multiple competing demands outside of regular working hours
- Professional, approachable and engaging communication and presentation skills; ability to effectively use creativity to enhance learning opportunities for audiences
- Good knowledge of technology related to presentations and the ability to troubleshoot technology issues while in the community
- Demonstrated ability to work independently as well as within a high performing team
- Competency the use of all Microsoft Programs, In Design and basic Website Management to provide back up and collaboration of Communication Officer role and responsibilities, create power point presentations, posters, and brochure edits
- Confidence in the use of social media including Facebook, Twitter and Instagram
- Ability to articulate and demonstrate a commitment to the values, objectives and vision of the agency.

Preferred experience

- Experience supporting individuals and/or their families with mental health concerns
- Knowledge of concurrent disorder, addictions, and dual diagnosis would be an asset
- Knowledge or experience in human resource management
- Knowledge or experience of the fundamentals of philanthropy
- Previous volunteer management experience

C: Competencies

See Appendix A.



D: Other

- Valid driver’s license
- Automobile in good repair and insurance coverage as required by agency policy
- Satisfactory police records search and vulnerable sector screening
- Satisfactory references

Working Conditions:

- Works in an office setting as well as in the community at various public events, which may include inside and outside events, across the four counties, in various types of weather and conditions
- Will be in contact with individuals living with serious mental illness, issues of poverty and substance use
- May be required to work evenings and weekends supporting public events, and may include roles outside of those of the Educator/Kids on the Block Coordinator (i.e. cooking at a BBQ, supporting cycling or running events, etc.)
- Some lifting may be required (up to 25 pounds)

Approval/Revised Approval Dates:

Program Manager _____ Date _____

Program Director(s) _____ Date _____

Human Resources Manager _____ Date _____

I have read and understood the above position description.

Employee Signature

Date