



Canadian Mental Health Association
Vancouver-Fraser
Mental health for all

Association canadienne pour la santé mentale
Vancouver-Fraser
La santé mentale pour tous

CMHA VANCOUVER-FRASER

Position Posting

Job Title: Social Service Program Officer - Analysis

Union: Excluded

Pay \$26 per hour

Reports To: CEO

FTE: Temporary, 8 weeks, 35 hours per week

Hours of Work: 9am – 5pm PST

Location of Work: Vancouver, BC (Hybrid or Remote)

Start Date: ASAP

Apply To: hr.vf@cmha.bc.ca

WORKING AT CMHA-VF

CMHA Vancouver-Fraser Branch is committed to our workforce reflecting the diversity of the communities within which we work. As such, we encourage applications from persons with disabilities, members of visible minorities, First Nations, Inuit, and Métis people, people of all sexual orientations and genders, and others who may contribute to the diversity of our staff. Personal experience with mental health issues, either through self or a loved one, is an asset.

MISSION STATEMENT

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.

POSITION SUMMARY

We have two positions available this summer to support our community-based mental health programs. The two positions are partly funded by the Canada Summer Jobs grant program for 8-week work terms and can be done remotely. Due to the nature of our programs and the privacy and confidentiality required, these are excluded management level positions.

Vancouver Office 110 - 2425 Quebec Street, Vancouver, BC V5T 4L6
New West Office 233 – 610 Sixth Street, New Westminster, BC V3L 3C2
Delta Office 4871 Delta Street, Delta, BC V4K 2T9
Website vf.cmha.bc.ca

Tel: 604-872-4902 Fax: 604-872-5934
 Tel: 604-516-8080 Fax: 604-872-5934
 Tel: 604-943-1878





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DUTIES AND RESPONSIBILITIES

- Provide program support under the direction of the program lead, including duties such as:
 - Gather and analyze program data for evaluation, reporting and planning purposes;
 - Gather, organize and digitize program workforce information;
 - Other duties as assigned.

QUALIFICATIONS AND EXPERIENCE

- Currently enrolled in studies in health promotion, business, communications or another relevant field;
- Experience in social service programs;
- Experience handling confidential information and privacy practices;
- Project coordination experience and proven problem-solving abilities;
- Strong communication skills; and
- Proficiency in Microsoft Office suite, social media and other sales tools.

Canada Summer Jobs grant eligibility requirements:

- Age 15 – 30 at the beginning of the employment period;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

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