

JOB DESCRIPTION

JOB TITLE	Mental Health Program Specialist
MINISTRY/DEPARTMENT	Ministry of Health and Wellness
REPORTS TO	Provincial Knowledge Translation Manager
JOB FAMILY	Professional/Expert
CLASSIFICATION LEVEL	Level 2
DATE CLASSIFIED	August 2024

POSITION SUMMARY

The Mental Health Program Specialist assists in the development, of mental health and harm reduction initiatives and programs for Métis communities in BC with a particular focus on community consultation, report writing, and framework development. The Program Specialist plays a crucial role in supporting Métis Chartered Communities by facilitating community-based knowledge gathering and translation to inform life promotion and mental wellness initiatives. This includes collaborating to advocate for Métis interests within various government committees and advisory council meetings. Additionally, they create safe spaces for Métis individuals to engage in culturally sensitive conversations on mental wellness and harm reduction, co-lead the development of the Métis mental wellness framework, and secure project funding through supporting provincial and federal grant applications. The Program Specialist is responsible for producing reflective reports, fostering collaborative relationships with Métis Chartered Communities, promoting cooperative problem-solving for substance use and wellness issues, adapting existing programs for cultural relevance, conducting knowledge gathering practices, and handling administrative tasks. Program Specialists are expected to work effectively in a small team to support a broad portfolio and large projects. This role also involves occasional travel to engage with Métis Chartered Communities and attend stakeholder meetings.

LOCATION

- Provincial Head Office – Surrey, BC.

DUTIES & RESPONSIBILITIES

- Supports the engagement of Métis Chartered Communities in community-based knowledge gathering and knowledge translation to support in the planning of life promotion and mental wellness initiatives.
- Works with multiple stakeholders of the Governments of Canada and BC to build relationships and to advocate for Métis in BC through various committees, working groups, and advisory council meetings.
- Engages with and holds space for Métis individuals to take part in safe, Métis-led conversations on mental wellness and harm reduction.
- Co-leads the Métis Mental Wellness and Harm Reduction framework development.
- Sources funding for projects through provincial and federal grants.
- Develops and produces reports reflective of program efficacy, Métis ways of knowing, and community knowledge/experiences.
- Networks and maintains an effective working relationship with Métis Chartered Communities to plan consultations and engagements, help coordinate programming, build proposals, and reports.
- Fosters a practice of cooperative effort and collaborative problem-solving around issues relating to improving the wellness of Métis people.

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- Performs knowledge reviews and environmental scans of programs and best practices to support Métis mental wellness.
- Engages in knowledge-gathering and translation practices (such as leading sharing circles, focus groups, conducting interviews, synthesis, reporting, etc.).
- Prepares briefing notes, summaries, reports, and PowerPoint presentations.
- Performs various administrative tasks, as assigned.
- Travels, as required to engage Métis Chartered Communities and to attend stakeholder meetings. Participates in committees and project teams as required.
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- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

Supervision Given

- None

QUALIFICATIONS

- Bachelor’s degree in health, Education, Social Services, or related field from a recognized, post-secondary institution.
- Minimum of two (2) years of experience in a mental health, harm reduction, education, social services, or related setting and one (1) year of experience with community-based research/consultation.
- A combination of relevant experience, education, and training may be considered.
- Eligible for formal professional or technical registration in the appropriate area of expertise.
- Experience with program and grant management an asset.
- Knowledge of Métis mental wellness and Métis research methodologies.
- Prior experience working or volunteering for an Indigenous organization/program that includes interacting and developing relationships with Indigenous people and communities.
- Proven ability to work effectively in a small team to oversee a broad portfolio and large projects.
- Experience in facilitation of community sharing circles, interviewing, and community-led program development
- Project management experience is considered, an asset.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Proven ability to utilize, adapt and embrace new technologies, including Office 365 and other database/software required by the role.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.

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- Ability to travel, as required, to Métis Chartered Communities throughout BC.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

MNBC VALUES

- **Manâcihitowin (Respect)** - We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtisihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim'sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.