

**Professional Position Description**

<b>Section I Position Information</b>	Update Only <input type="checkbox"/> Classification Review <input checked="" type="checkbox"/>
<b>Position Title</b>	Mental Health Coordinator
<b>Position #</b>	
<b>Department</b>	Learner Support Services
<b>Classification Level</b>	
<b>Reports to</b>	Director, Learner Support Services
<b>Effective Date</b>	October 5, 2017
<b>Position Summary</b>  Briefly describe the main purpose(s) of the position	<p>This position will assume responsibility for developing, documenting and leading the implementation of a Mental Health Strategy for Athabasca University.</p> <p>Consultation and engagement with the University community, necessary to assess learner health and wellness and to ensure programs and services for all learners are incorporated into the mental health strategy, will form a significant part of this position.</p> <p>Alignment of university culture to better support diversity, inclusion and equity in support of mental health and wellness and the integration of programs and services that are easily accessible and available to geographically dispersed learners will form critical pieces of the mental health strategy.</p>

## **Duties and Responsibilities**

Organize by key responsibility area and include % of time spent where possible

The incumbent will play a vital role in the development and implementation of a mental health strategy that will encompass the following:

### **Structure, Organization & Planning:**

- Identify and align mental health programs and services with the University's values, vision, and strategic plan.
- In conjunction with the Director, Learner Support Services, develops policies and procedures for mental health programs, services and support that are informed by accessibility, equity and flexibility, and operationalize legislation related to accommodation for students with mental health concerns.
- Establish and carry out processes for mental health programs and services evaluation and continuous improvement.
- Develop training opportunities for frontline staff to identify and help guide learners in need of mental health support.
- Develop or connect resources for learners to develop self-management and coping skills.
- In conjunction with ITS and others, review and create system enhancements and processes to identify and help guide learners in need of support and services.

### **Supportive, Inclusive Campus Climate & Environment:**

- Establish welcoming spaces for online learners to connect and engage with each other.
- Provide resources and training for faculty and staff to review processes and documentation that helps create a welcoming and healthy campus community for all learners.
- In conjunction with Deans, Directors and Frontline Supervisors, develop ways to foster a supportive, inclusive campus community.

### **Awareness & Promotion:**

- Engagement of staff at all levels, and students, in the development of the strategy.

- Consultation and advice from faculty, staff and students on information, services and support that reflect the needs of learners.
- Prepare and deploy messaging to internal and external stakeholders to create awareness about mental health and well-being.
- Develop a synchronous/webinar orientation for new learners that creates a welcoming, inclusive environment and reduces isolation.

**Coordination & Leadership:**

- Develop and support a referral network for learners to access place-based services and support through partnerships with post-secondary institutions and other mental health service providers.
- Work with faculty and course production teams to create or update links included in course information to mental health information and support.

<b>Occupational Health and Safety</b>	Responsible for awareness of one's OHS related responsibilities as an AU employee and for participating in the AU OHS Program as required.
<b>Classification Factors</b>	
<b>Communication</b>	<p>Responsible for communicating and collaborating with internal and external stakeholders to develop and implement a mental health strategy for AU. Assessment of programs and services in response to, and support for, identified learner needs will also form an integral part of this position.</p> <p>Must communicate effectively, and facilitate discussion, with all levels of staff, and with students, about the mental health strategy and related initiatives to gain support from all stakeholders.</p> <p>Given the nature of responsibility, and the subject matter, incumbent must maintain the utmost sensitivity and confidentiality at all times.</p> <p>Must liaise with and manage vendors who deliver elements of mental health programs and services</p>
<b>Supervision</b>	Incumbent does not directly supervise employees, however, he/she leads projects that may result in providing direction and ensuring accountability for project members.
<b>Impact of Service or Product</b>	<p>Under the direction of the Director, Learner Support Services incumbent is responsible for the cost effective development, implementation and delivery of a mental health strategy for Athabasca University. This strategy has a direction relationship to the University's CIP and results from an Alberta government initiative to build an integrated and coordinated system of supports for addiction and mental health.</p> <p>Actions taken by incumbent have a direct and significant impact on the quality of experience for both staff and students. Direct impact on AU's credibility and reputation.</p>
<b>Independence of Action</b>	Formulates plans, manages change, develops and implements communication strategies, resource and training strategies, and evaluation of programs and services.

<p><b>Complexity</b></p>	<p>Provides leadership to multiple stakeholders, including diverse student groups, about mental health programs and services.</p> <p>Ensures integration of the mental health strategy with the University's Strategic Plan initiatives and goals.</p> <p>Incumbent is required to provide sound advice on mental health and support services available, an in depth understanding of the mental health needs of learners, and evidenced-based initiatives and research to link the two.</p> <p>Varied and complex task that includes a commitment to ensuring equitable opportunities for ALL learners to achieve positive mental health outcomes.</p> <p>Requires attention to budget, scope and schedule while managing conflicting priorities and agendas of both internal and external stakeholders.</p> <p>Requires attention and commitment to legislation governing accommodations, human rights and students with disabilities.</p>
<p><b>Planning</b></p>	<p>A high level of organizational, communication, engagement and planning required to develop and implement a mental health strategy for AU.</p>

**Signatures for Section I**

Incumbent's Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor's Signature *K. Thompson*

Date *Oct 5/17*

## Section II Qualifications

Includes education, experience, skills, abilities and any other special qualifications required. The qualifications relate to the position not the incumbent

- Masters' degree in Health Promotion, Public Health, or Counselling
- 2-3 years directly related experience in developing and implementing a mental health strategy, services and support\*
- Experience with developing mental health strategies for geographically dispersed learners.
- Self-motivated and self-directed with little need for supervision
- Excellent communication and interpersonal skills
- Proven experience, including the development, implementation and delivery of a mental health or similar strategy
- Experience in a post-secondary environment a definite asset
- Demonstrated competence in evidence-based initiatives and research

\*Equivalent combination of education and experience may be considered.

### Signatures for Sections I and II

Department Head Signature

*K. Thompson*

Date

*Oct 5/17*

Executive Officer Signature

Date

Human Resources Review

Date