



SARVAC'S Humanitarian Workforce (HWF) Program Job Description

Job Title:	Mental Wellness Coordinator	Reports To:	Program Director
Classification:	Employee (part-time, temporary)	Remote Work:	Yes
Department/Group:	Humanitarian Workforce (HWF)	Office Location:	24 McNamara Drive, Paradise, NL
Start Date:	Available Immediately	Contract End Date:	March 31, 2026

Job Summary:

The Mental Wellness Coordinator is responsible for overseeing and coordinating the implementation of SARVAC's Mental Wellness Program. The primary role of the Mental Wellness Coordinator is to ensure that the organization has a comprehensive and effective Mental Wellness program and Peer Mental Wellness Team in place to support GSAR responders who have experienced a critical incident or traumatic event.

Responsibilities:

- Continue to develop and implement a comprehensive Mental Wellness program that includes prevention, intervention, and post-incident support.
- Coordinate and facilitate appropriate mental wellness training for employees, managers, and other stakeholders.
- Coordinate and host regular meetings and training sessions focused on crisis intervention techniques and mental wellness strategies.
- Provide training and resources for the Peer Mental Wellness Team to enhance their ability to support individuals in crisis, both individually and in groups.
- Develop and maintain relationships with external resources, such as mental health professionals, to ensure that employees have access to appropriate support services.
- Develop and maintain a database of critical incidents and ensure that appropriate follow-up is provided to employees who have been affected.
- Provide consultation and support to managers and supervisors in responding to critical incidents and managing the aftermath.
- Develop and implement policies and procedures related to mental health and wellness, including confidentiality and privacy policies.
- Monitor and evaluate the effectiveness of the Mental Wellness program and make recommendations for improvements.
- Stay informed on available mental health resources and best practices to share with the Peer Mental Wellness Team and the GSAR community.
- Provide ongoing education and awareness to employees and GSAR members about the importance of mental health and the resources available to them.
- This position may be required to assume a secondary duty of an Incident Command System function (Incident Command, Operations, Planning, Logistics, Finance & Administration) during SARVAC's response to HWF taskings.



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- May be called upon to perform other related duties as assigned by management that are related to or within the skill set of the person(s) holding this position.

Qualifications/Education Requirements:

- Post-secondary education in psychology, social work, or a related field. A combination of education, training, and/or experience may be accepted.
- Experience and knowledge of SARVAC's Humanitarian Workforce Program.
- Minimum of 1 year of experience in the voluntary sector in mental health support for emergency management or a related field.
- Knowledge of Critical Incident Stress Management (CISM) and Peer Support program principles and practices.
- Knowledge of the Road to Mental Readiness (R2MR) and other mental wellness prevention programs.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong organizational and project management skills.
- Ability to maintain confidentiality and handle sensitive information.
- Knowledge of relevant laws and regulations related to mental health and privacy.

Effort:

- Emotional intelligence and empathy.
- Critical thinking, problem solving and decision making.
- Instruction, demonstration, and observation skills.
- Learn and remember new tasks and processes.

Working Conditions:

- Work is normally carried out in a remote office setting for 22.5 hours a week (work from home).
- Work is to take place during office hours (Monday - Friday).
- Extended periods of sitting, while using a computer or other devices are likely.
- May be required to travel, handle increased workload and deal with fluctuating work schedule due to special events.
- On an exceptional basis, the employee may be called upon to deploy to emergency incidents that can vary depending on the nature of the incident and the specific role of the responder. Common work conditions may include a high stress environment, irregular working hours, physical demands, exposure to trauma, teamwork and collaboration, safety precautions, and travel and mobility.

Salary:

Up to \$38 an hour. Health & dental insurance and RRSP matching program offered (minimum 20 hours per week).

How to apply:

Please submit your interest and resume to Paul French (paulfrench@sarvac.ca). Position open until filled.