

Position Title: Wellness Coordinator
Department: Student Affairs
Reports To: Director, Student Affairs
Level: SJU 6
Salary Range: \$54,438 - \$68,048
Date Created/Modified: June 2018

General Accountability

Reporting to the Director, Student Affairs the Wellness Coordinator is a member of the Student Affairs team and is primarily responsible for the development, implementation, and assessment of initiatives designed to support a healthy campus community. They develop and oversee outreach initiatives that involve students, liaise with campus and community partners, and design and deliver wellness and intervention training and education for staff and faculty. The Wellness Coordinator works in collaboration with SJU student affairs programs and services, similar departments at the University of Waterloo, and with community resources to ensure students have access to, and knowledge of, all well-being supports and services available both on and off campus.

Nature and Scope

St. Jerome's University provides a culture and environment for employees that endeavors to promote the mission of the University. Employees contribute to the larger institutional goals and conduct themselves in a manner that fosters the prevailing sense of collegiality among faculty, staff, and students.

The Wellness Coordinator is responsible for the planning, coordination, development, and evaluation of individual and group wellness programs and services for students. They assess student psychological and emotional development, and provide brief therapy intervention until appropriate longer-term care may be arranged. The Wellness Coordinator is a resource to the Wellness Advisory Committee is an active participant and contributor to a case management group, and works in collaboration with the student affairs portfolio.

Specific Accountabilities

Wellness Coordination

- Provides assessment, counselling, and referral for students in crisis
- Conducts short-term individual counselling for students experiencing personal, psychological, emotional, or developmental concerns
- Advocates for students requiring intervention from other service providers both on campus and within the community
- Facilitates group workshops with focus on a wide variety of well-being topics
- Develops, implements, and assesses educational resources for staff and faculty that support students in crisis
- Meets regularly with the Associate Dean to discuss interventions for students at risk

- Acts as the main point of contact for staff and faculty working with students in distress or crisis
- Collaborates with and contributes to the ongoing development and delivery of programs and services offered by the student affairs portfolio
- Assesses programs and services to ensure maximum efficacy and impact
- Develops relationships with mental health and wellness services within the broader community and on campus

Working Conditions

- Works University’s core hours
- Regular office environment including utilization of various mediums of communication including digital and print materials, telephone and email
- Attends workshops, conferences, or meetings that may require travel
- Active involvement in committees and teams as required to accomplish departmental and institutional objectives

Qualifications Required

- A Masters degree in Counselling Social Work, or other related degree
- A minimum of 3 to 5 years of combined experience in providing mental health counselling and working in a wellness environment
- Certified/registered with the Ontario College of Social Workers and Social Service Workers, Canadian Counselling and Psychotherapy Association, or College of Registered Psychotherapists of Ontario
- Excellent knowledge of relevant legislation related to health care and mental health i.e. PHIPPA
- Experience in project management, program development, and managing multiple priorities
- Strong collaboration, initiative, ability to prioritize, and sound judgment
- Demonstrated knowledge of student mental health and wellness needs is essential.
- Training in risk and threat assessment, non-violent crisis intervention, suicide intervention, mental health intervention, motivational interviewing, and solution-focused approaches are strongly preferred

Department Head Approval

Date

HR Approval

Date