

Position Title: Wellness Coordinator
Department: Student Affairs
Reports To: Director, Student Affairs
Hiring Range: \$64,000 - \$70,000

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 for students. They develop and oversee outreach initiatives that involve students, liaise with campus and community partners, and design and deliver wellness and prevention education and strategies for students and student leaders. The Wellness Coordinator works in collaboration with SJU student programs and services, the Well-Link Team, relevant University of Waterloo partners, 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, development, implementation, and evaluation of individual and group wellness programs and services for students. They triage the psychological and emotional development of SJU students, support and offer referrals and resources for intervention as appropriate. The Wellness Coordinator is a resource to the St. Jerome's community as an active participant and contributor to supporting students, and works in collaboration with the Student Affairs portfolio.

Specific Accountabilities

Wellness Program Planning, Implementation and Delivery

- Develops, implements and evaluates initiatives that enhance the mental health and wellness of SJU students, on topics such as: stress and anxiety, healthy relationships, consent and sexual violence, celebrating diversity, substance abuse, healthy eating and body image, exploring sexuality, healthy routines and behaviours, community care, etc.
- Explores and integrates strategies that reduce barriers and inequities for students to access mental health and wellness resources, especially those in equity deserving groups
- In collaboration with the Director, develops appropriate budgets and timelines for delivery of initiatives

- Keeps current on trends, demands and approaches to proactively promote student mental health and wellness, and reduce reliance on crisis management and direct counseling intervention
- Utilizes evidence-informed planning to assess relevant data and literature in order to implement best practice and utilize resources effectively
- Develops student-centered performance indicators to measure success of initiatives, and reports results to Director, Student Affairs, the SJU Community and other campus partners

Partnerships and Collaborations

- Develops and maintains partnerships within SJU and across UW and the affiliated institutions of UWaterloo to facilitate and encourage a culture of wellness for students
- Develops and strengthens relationships with strategic partners and stakeholders off campus to ensure SJU students are referred and connected to these resources
- Leads a circle of care team within SJU and facilitates meetings to discuss complex SJU student cases, and determine appropriate next steps to support those students
- Acts as a point of contact for staff, faculty, and student leaders working with students in distress or managing complex needs related to their mental health and wellness
- Collaborates with colleagues and supports the development and delivery of training and education that builds the capacity of all SJU employees to support a culture of wellness for students, consistent with the mission of the University
- Collaborates with campus partner on needs assessments, and mental health and wellness research

Direct Student Support

- Provides triage-based assessment, manages peer-to-peer support, and develops referrals for students seeking mental health and wellness resources
- Advocates for students requiring intervention from other service providers both on and off campus
- In collaboration with the Well-Link Team, designs and facilitates group workshops targeting a wide variety of well-being topics
- Supports the training and professional development of SJU student leaders in collaboration with the Student Affairs team
- Works closely with the Student Affairs team to support student-centered initiatives in advising, residence, community life, and service-learning portfolios related to wellness

Working Conditions

- Works University's core hours
- Occasional evening and weekend work required to support events
- Regular office environment
- 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

- Master's degree in a mental health-related field (e.g. public health, health promotion, community-health, nursing, counseling psychology, social work etc.) required.
- 2+years of combined experience in relevant field
- Experience working in a post-secondary setting related to student affairs and/or student wellness preferred
- Excellent knowledge of relevant legislation related to health care and mental health i.e. PHIPPA
- Demonstrated ability to uphold requirements for confidentiality as outlined in legislation and professional codes of conduct
- Experience in project management, program development, and managing multiple priorities
- Strong collaboration, initiative, and sound judgment
- Appreciation for and understanding of whole-person student development
- Highly developed interpersonal skills
- Ability to exercise diplomacy, tact, and discretion
- Excellent oral and written communication skills
- Ability to deal with diverse issues in a dynamic and changing student environment
- Training in risk and threat assessment, non-violent crisis intervention, suicide intervention, sexual violence prevention and response, mental health intervention, and solution-focused approaches are strongly preferred
- Understanding of the social determinants of health
- EDI training and experience an asset
- Ability to obtain a Vulnerable Sector Check