

## **Lloydminster Catholic School Division**

accepts applications for a

### ***Full-Time Coordinator Position Mental Health Capacity Building School Coordinator***

Lloydminster Catholic School Division invites applications for a full-time Mental Health Capacity Building Coordinator. This is a two-year term position with an opportunity for renewal. The Mental Health Capacity Building Coordinator shall be responsible for and work under the direction of the Superintendent of Education.

In cooperation with other system personnel, the Mental Health Capacity Building Coordinator shall support the aims and goals of Catholic Education generally and the Lloydminster Catholic School Division.

The MHCB Coordinator is responsible for coordinating, planning, developing, implementing, and supporting Mental Health Capacity Building and other school division initiatives as assigned by the Director of Education. The position is responsible for providing leadership, direction, supervision, and structure to support the overall objectives of the MHCB initiative.

#### **Responsibilities and Duties:**

##### **Training and Development**

- Develop and implement a service plan that aligns with MHCB objectives;
- Liaise with school and school division administration, Saskatchewan-based MHCB partners, SHINE, and other community partners and stakeholders and participate in developing a comprehensive mental health action plan;
- Engage key partners and stakeholders in community collaborative networks (including LADS) to make connections to specialized mental health and addiction services and community resources;
- Be involved in planning awareness events; and
- Participate in professional development and in-service training for school division staff to build their mental health capacity.

##### **Leadership and Management**

- Provide leadership and coordination of the MHCB initiative and MHCB staff member(s);
- Coordinate and collaborate with community partners while managing service needs and priorities;
- Ensure that best practices and strategic use of human resources are used when determining mental health programming;

- Oversee and ensure overall quality and consistency of MHCB services and programming and adherence to MHCB mandate and provincial objectives;
- Connect and collaborate with other MHCB School Coordinators in the province to identify challenges and celebrate successes;
- Ensure records are maintained and in accordance with the Health Information Protection Act and the Freedom of Information and Protection of Privacy Act;

#### Research and Statistics

- Monitor and assess the quality and effectiveness of programming, administer surveys and other assessment instruments and refine actions as part of a continuous improvement approach;
- Analyze change processes and make necessary adjustments to maximize the effectiveness of the initiative;

#### Financial Responsibilities

- Provide a high level of fiscal control and accountability for the budget;
- Plan and determine the allocation of resources; and
- Ensure timely submission of financial, statistical and narrative reports as required by the school division

And all other duties as assigned by the Director of Education.

#### **Qualifications and Work Experience:**

***Preference will be given to candidates with the following:***

- A related post-secondary degree or diploma in the health or social sciences field (e.g., health promotion and prevention, kinesiology, social work, nursing, psychology, public health, social sciences), or a relevant combination of education and experience;
- Minimum 3 years of experience working in the promotion and prevention of addictions and mental health;
- Knowledge of mental health and wellness, health promotion and prevention, and child and youth development;
- Knowledge and understanding of the social determinants of health;
- Demonstrating support for the beliefs of the Catholic faith;
- Effective verbal and written skills, including the ability to listen to others and communicate clearly;
- Strong facilitation and leadership skills, which include supervision of staff or students;
- Ability to work in a self-directed manner;

- Ability to engage others and develop working relationships with community partners;
- Knowledge and skill in program development, facilitation and implementation, as well as change management;
- Understanding of and ability to practice personal and professional boundaries and ability to maintain a healthy work-life balance;
- Resilience and a commitment to professional and personal development;
- Awareness of the community's economic, cultural, social and political environment;
- Proficiency in Microsoft Office programs;
- Knowledge of social media tools is an asset;
- A satisfactory criminal record check

**CLOSING DATE:** Preference to applications submitted by June 25, 2025, by noon or until a suitable candidate can be found.

**Duties to commence with the start of August 18, 2025.** Qualified candidates must submit a letter of application and a complete resume with the names of three references to:



**Mr. Vince Orioux**  
**Superintendent of Education,**  
**Phone: (780) 808 8585**  
**Email: [lcsd\\_careers@lcsd.ca](mailto:lcsd_careers@lcsd.ca)**

**Interested candidates with an application currently on file or current staff, please submit a letter of intent and an updated resume. Only those short-listed applicants will be contacted for an interview.**