

**Job Posting Jan. 2014**

**WRAP Hub Coordinator**

**“WRAP Hub”: Centralized Access Point for WRAP (Wellness Recovery Action Plan) and WRAP/FRAP Training Sessions, including a website**

The Krasman Centre is seeking to hire a coordinator at approximately 3.5 hours per week at the standard Krasman Centre rate.

Under direction of the Program Manager, the WRAP Hub Coordinator will have two main functions:

1. Organize and coordinate WRAP/FRAP training sessions to be delivered throughout the Central LHIN (trainings will be delivered by peer facilitators)
2. Collect and organize up-to-date information regarding WRAP trainings available in the Central LHIN, and update WRAP Hub website accordingly

The WRAP Hub Coordinator will be responsible for organizing and administering all aspects of the WRAP Hub Program training sessions, including recruitment, notification, coordination of delivery and supporting evaluation. The coordinator will work closely with WRAP group facilitators; establishing and maintaining communication with program participants and participating organizations. The coordinator will also be responsible for ongoing maintenance of information on the WRAP Hub Program website, which will include keeping informed of all WRAP training sessions being delivered in the Central LHIN. The WRAP Hub Coordinator will work out of the Krasman Centre’s Richmond Hill office.

**Duties:**

* Support the operational management of the program including: promotion of the program; recruitment; program scheduling; collection of program data; management of expenses; tracking and monitoring budget
* Plan and organize WRAP/FRAP training sessions including: notification and communication, registration, arranging for materials, supporting the facilitators and troubleshooting
* Outreach to formal and informal stakeholders and potential participants
* Manage communication and feedback
* Support program evaluation
* Ensure all information on the WRAP Hub website is up-to-date
* Make updates to website as needed

**Qualifications:**

* Must identify as a person with direct lived experience of mental health challenges in keeping with the Krasman Centre philosophy
* Strong appreciation of mental health recovery principles and values
* Experience facilitating groups is required; particularly WRAP
* Highly organized, with excellent communication skills (verbal and written in English). Second language is an asset
* Strong administrative, coordination and budgetary skills
* Facility with technology: phone, e-mail, word-processing, spreadsheet, website updates
* Knowledge of the Central LHIN catchment area/York Region/South Simcoe/GTA.
* Ability to communicate and work comfortably with diverse communities
* Awareness of issues faced by diverse communities
* Ability to work a flexible schedule
* Ability to work independently and solve problems with minimal supervision

This position reports to the Program Manager.

The Krasman Centre supports the recovery of people with mental illness and promotes diversity in the workplace. We encourage consumers/survivors, women, Aboriginal people, people with disAbilities, and members of the LGBTQ2S, visible minority and immigrant communities to apply.

**Deadline for application is Friday February 7th, 2014 by 12:00pm.**

Please respond in writing with resume and cover letter to:

Susan Dobson via

Email: s.dobson@krasmancentre.com

Fax: 905-780-1960

or by dropping off at the Krasman Centre:

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