

Step 1: Login to my.mun.ca using your normal login credentials, click Employees tab at the top and to view Internal Job Opportunities, click on Open List found in the green box as indicated below:

The screenshot displays the my.mun.ca website interface. At the top, there is a navigation bar with the Memorial University logo and the URL my.mun.ca. The main navigation menu includes Home, Students, Employees, Alumni, General, and HSMS. The page is divided into several sections:

- Online Learning:** Promotes ONLINE.MUN.CA with buttons for Support Centre and Course Login.
- Employee Self Service:** Provides links for Current Pay, Leave, Equity and Employee Self Service Data; Memorial Pension Information and Tools; and SSQ Travel Health Card.
- Faculty and Staff Giving:** Encourages giving through payroll deduction and provides contact information for Alumni Affairs and Development.
- Get Office 365:** Promotes free Microsoft Office 365 for faculty, staff, and students.
- McAfee Home Use:** Provides information for faculty and staff regarding McAfee software.
- HR Internal Job Postings:** A green box containing the text "Internal Job Postings" and "View a listing of available internal job postings at Memorial", with an "Open List" button. A large red arrow points to this button.
- HR Employee Forms:** A list of forms including Job Evaluation, Learning and Development, Leave Management, Payroll and Banner HR, Performance Development, Recruitment, SSQ Travel Health, and Workplace Wellness and Accommodations.

Step 2: When you find an opportunity of interest to you, simply click on the title and the job advertisement will appear in a separate screen. If you wish to proceed with a formal application, simply click the green Apply Now button found at the bottom of your screen as indicated below.

WELLNESS NAVIGATOR
Student Wellness and Counselling Centre
(Two Three-year Contractual Positions)

DUTIES

The Student Wellness and Counselling Centre (SWCC) helps students to thrive at Memorial University. The SWCC provides a range of resources to meet the health and well-being needs of currently registered students. A full-service health clinic, counselling services, and wellness education are the primary focus. Counselling at the SWCC is primarily short-term and designed to help students who are experiencing problems in personal, academic and career counselling.

Reporting into the Student Wellness Program Lead, the Wellness Navigators will play a key role in helping students by providing single-session counselling, wellness intervention, case management (with an interprofessional approach as needed), and by using a stepped care model of e-mental health online navigation; developing and facilitating educational sessions related to wellness awareness and prevention for on campus groups and outreach groups within the community; consulting services to other university departments and groups; navigating referrals within the university and community-based resources for addictions and mental health needs; utilizing a healthy campus model and working with university stakeholders and community agencies to identify and respond to the wellness needs of students; maintaining level of professional knowledge and skill pertaining to single session, case management, mental health and wellness navigation; and other related duties as required.

QUALIFICATIONS

Experience (minimum of 3 years) in wellness, advising or navigation roles with a focus on mental health; completion of a Masters of Counselling Psychology degree, Masters of Social Work, or Masters of Nursing; or an equivalent combination of experience and training. The ideal candidate will have knowledge of the mental health needs and wellness of individuals, families and communities; experience working with diverse populations, experience in the development and delivery of wellness programming, experience and training in using single session counselling, crisis and suicide intervention and mental health first aid training and e-mental health online programming. Overall demonstrated experience working in an environment with an accessibility and inclusion lens, managing complex student issues, including challenges related to equity, accessibility, mental health and intercultural diversity are required.

SALARY \$57,146 - \$77,923 per annum (Management and Professional)
CLOSING DATE March 18, 2019

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Memorial University is strongly committed to employment equity and especially welcomes applications from all qualified candidates, including women, members of visible minorities, Aboriginal persons, members of sexual minorities and persons with disabilities.

The personal information requested in your application is collected under the authority of the Memorial University Act (RSNL 1990 c M 7) for the purpose of identifying and recruiting candidates; assessing applicant qualifications; and maintaining records pertaining to the administration of employment with Memorial University of Newfoundland.

If you are a successful candidate, this information will form part of your permanent employment record and will be used for other activities related to the employment process. This information may be disclosed to government departments and agencies as legally required; and to third party service providers, as necessary to administer programs and activities.

If you have any questions about the collection, use and disclosure of the information on this form, please contact MyHR, Department of Human Resources, at (709) 864 2434.

Please be advised that we are unable to provide updates on current competitions.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.



Step 3: Once you click Apply Now, the below application will appear. The Employee Information (with the Exception of Phone Number) will populate based on BannerHR information. You will be expected to key the Phone Number you wish to be contacted at, but can also include an Alternate Phone Number. To make application, upload any documents you wish to include in your application (i.e. resume, cover letter etc.) Be sure to certify your information and review the Privacy Statement. Once completed click the blue Submit button seen at the bottom.



Application for Employment

Memorial University of Newfoundland

Competition Number: MUN00001
Department: Student Wellness and Counselling Centre
Position: WELLNESS NAVIGATOR **INTERNAL**

Employee Information

Employee Number *

First Name * Last Name *

Email * Department *

Phone * Alternate Phone

Attach Documents (Resume, Cover Letter, Transcript, etc.)

Select files

Drop files here

Certify Information *

hereby certify that the information contained herein is true, complete and accurate.

Privacy Statement

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Step 4: Once your application is submitted, you will receive the following message on your screen:



Step 5: As a follow up, an email will be sent to @mun.ca email address indicating that your application has been received.

NOTE:

At any time you can login using your my.mun.ca credentials at: <https://careers.mun.ca/memorial/>. Once logged in, you can review your applications or update your personal profile. This profile can be used or updated for future applications.