

Job Posting

Service Navigation Specialist

Full-time, Regular

The Canadian Mental Health Association Manitoba and Winnipeg is part of a 100-year-old nation-wide non-profit organization that promotes the mental health of Canadians and supports the resilience and recovery of people experiencing mental illness.

CMHA Manitoba and Winnipeg is committed to our workforce reflecting the diversity of the communities within which we work. As such, we encourage applications from persons with disabilities, members of visible minorities, First Nations, Inuit, and Métis people, people of all sexual orientations and genders, and others who may contribute to the diversity of our staff. Personal experience with mental illness and or addiction, either through self or a loved one, is an asset.

The Opportunity

We have a full-time, regular position available for a Service Navigation Specialist to work within CMHA's Huddle Broadway Program. Huddle is intended to be a one-stop-shop for youth to have ease of access to mental and physical health, addictions, financial and employment supports, culturally appropriate Indigenous counselling, supports, events, activities and opportunities to connect with their community and each other through structured educational programming, and events. This program is designed to help youth (12 – 29) reach their goals and highest potential.

The Position

The Service Navigation Specialist at Huddle Broadway serves as a liaison between Winnipeg School Division schools and Huddle services, connecting School Support Teams, families, and the wider school community. Responsibilities include supporting access to mental health services, fostering collaborative relationships, enhancing communication between Huddle and Winnipeg School Division, and addressing barriers to service access. This position plays a vital role in creating a supportive environment by providing resources, education, and facilitating connections within the community. Observing best practices in privacy, trauma informed approaches, person-centred care, and value alignment with CMHA Manitoba and Winnipeg. A full job description is available on request.

The hourly rate for this position falls within Band 5 of the Collective Agreement, ranging from \$27.19 to \$33.09 per hour, based on a 35-hour workweek. Hours may be adjusted to include evenings and weekends when necessary.

The Qualifications

Required:

- Post-secondary degree in a human services-related discipline (e.g., social work, counselling, psychology, mental health, community development). Equivalent education and experience may be considered.
- Two years of experience in a community-based mental health or addiction-related setting.

- Knowledge of education, health, and community service systems.
- Demonstrated experience working with children, youth, and families.
- Understanding of youth, mental health, substance use, recovery, and harm reduction.
- Ability to apply person-centred, recovery-oriented, trauma-informed, and systems-based approaches.
- Experience working in inclusive, diverse environments, including families and communities from varied cultural and social backgrounds.
- Demonstrated application of inclusion and anti-oppression frameworks, including work with 2SLGBTQIA+ youth, racialized and newcomer youth and families, and an understanding of the impacts of immigration and settlement.
- Administrative skills, including case documentation, data collection, and outcome measurement.
- Provided criminal record check with vulnerable sector search and both an adult and child abuse registry check, with results deemed satisfactory to the CMHA.
- Legally entitled to work in Canada.
- Proven history of dependable performance and conduct.

Preferred

- Proficiency in clinical assessment, counselling, and care coordination.
- Familiarity with community resources and understanding of Psychosocial Rehabilitation principles.
- Effective written and verbal communication skills.
- Expresses a commitment to reconciliation and decolonizing practices.

Total Rewards

CMHA offers an inclusive and respectful culture along with paid leaves for vacation, illness, bereavement, and mental health. A flexible working environment, supporting work life balance, with paid extended health, dental, employee assistance programming and life insurance benefits. A defined benefits pension plan is equally cost shared between CMHA and the employee, long term disability is 100% employee paid, when eligible. There is annual, budgeted support for professional development. Employees enjoy 12 paid general (statutory) holidays per year as well as a paid closure between December 24th at noon up to and including January 1st.

The Process

Please submit your resume and a cover letter by **January 29, 2026**, indicating Competition Number **26-011** to careers@cmhawpg.mb.ca. CMHA will respond to requests for reasonable accommodations throughout the selection process. Please connect if you require any accommodations.

VALUES

Work hard to listen | Support one another | Create strong connections | Be curious | Discover better ways | Focus on impact | Serve with passion | Embrace IDEA – Inclusion, Diversity, Equity, Accessibility | Honour lived experience | Believe it's possible