

JOB DESCRIPTION

POSITION TITLE:	Regional Mental Health Representative	STATUS:	Elected
REPORTING TO:	Regional Council Member and Executive Councillor	COUNCIL APPROVED:	January 23, 2015 rev: June 25, 2020

POSITION OVERVIEW

As a member of the Regional Executive Team, actively participates in planning and decision making for the region and participates in the execution of the Regional Operations Plan. Takes the lead on Mental Health related matters and works collaboratively with the Provincial OH&S Department, Regional OH&S Representative and OH&S Stewards on mental health issues. Acts as a steward in the region.

KEY ACCOUNTABILITIES

Works with regional OH&S stewards and others on Mental Health related matters

- Assists OH&S Stewards with organizing Mental Health campaigns
- Acts as a liaison and resource to the regional Long-Term Disability Caucus if there is one
- Acts as a facilitator for Mental Health education in the region which includes information on Mental Health outreach days and events throughout the year
- Provides a Mental Health report at regional meetings
- Champions understanding of Mental Health injury/illness to diminish barriers and stigma and promote resilience
- Maintains positive communications and stays up to date on relevant issues
- Promotes awareness of the National Standard of Canada for Psychologically Healthy and Safe Workplaces
- Promotes awareness of Respectful Workplace policies and procedures
- Performs such other duties as determined by the Regional Executive Team

Contributes to and supports the effective performance of the region

- Attends and actively participates in regional meetings and events as required
- Acts a resource on Mental Health issues for Joint Occupational Health and Safety (JOHS) committees in the region and work sites that have no OH&S steward
- Is an effective member of the Regional Executive Team
- Maintains accountability for time spent on union activities

Ensures member interests are served in accordance with the organization's mission and vision

- Liaises with the Regional OH&S representative to support members and stewards on health and safety and mental health issues
- Identifies and reports on issues that should be addressed through collective bargaining and/or regulations

- Reports trends and issues of concern to Labour Relations Officers, Health and Safety Officers and/or the Executive Councillor with the OH&S and Mental Health portfolio, as appropriate

COMMITTEES AND MEMBERSHIPS

- May be a member of JOHS Committee/s
- Member of the Provincial Mental Health Advocates Group
- Is a steward in the region

MEASURES OF PERFORMANCE

- Provision of timely information and high-quality regional reports
- Effective execution of projects assigned
- Contribution to the progress of the Regional Operations Plan
- Positive, productive relationships with members and others
- Evidence of problem-solving success with external partners
- Effective Regional Executive Team member

COMPETENCIES

The competencies required to successfully fill a Regional Mental Health Representative position are a blend of leadership, problem solving and technical.

- **Leadership of Self and Others**
 - Leading self requires a keen self-awareness and self-management, understanding own emotional triggers, assumptions, biases, values, principles, strengths and limitations
 - Leading others requires the ability to engage others through relationship building, personal influence, teamwork, communication, and role modeling
- **Representing BCNU**
 - Understands the role and legal responsibilities of a union representative
 - Operates with an understanding that Stewards are the face of the union
- **Technical knowledge and skills**
 - Strong computer skills and working knowledge of Microsoft applications (Word, Excel, Outlook, etc.)
 - Willingness and ability to learn new computer platforms (i.e. ZOOM, Box, etc.)
 - Strong technical and historical understanding of the Collective Agreement and of the grievance process
 - Awareness of the BCNU Constitution and Bylaws and Policies and Procedures
 - Fluent in relevant policies, agreements and legislation related to Mental Health such as the WorkSafeBC regulations, and the National Standard for Psychological Health and Safety in the Workplace
- **Critical thinking/Problem Solving**
 - The ability to examine issues and problems, problems for related issues, and think strategically about potential outcomes and best courses of action
 - Form options, and make decisions through investigative research, critical analysis of information, and the careful testing of assumptions and facts
- **Relationship Management**
 - The ability to build connections, partnerships and networks to create results

- **Conflict Fluency**

- The ability to draw on various skill, abilities and tools in responding to conflicts arising from difference in viewpoints, priorities, values, desires, and needs

- **Communication**

- The ability to convey information and ideas in a clear, meaningful and timely manner
- Aware of own communication style and observant of the styles and needs of those they are engaging with, seeking input and feedback from other
- The ability to deliver information through a variety of different media and forms, selection the one that best supports their goals and parameters
- The ability to listen carefully and work to ensure understanding of what others are saying, thinking and feeling
- The ability to write in a clear, concise, organized and convincing manner

#12570