

## **Student Wellness Navigator**

**Commitment: 10 – 14 hours/week**

**Compensation: \$16.55/hour**

**Positions Available: 4**

Through the Office of the Associate Vice President Student Health and Wellness and the MacOdrum Library have partnered to offer a Wellness Desk staffed by Student Wellness Navigators within MacOdrum Library. The Student Wellness Navigators will support and connect students with resources and services on and off-campus.

Reporting directly to the Wellness Coordinator, the Student Wellness Navigators will engage with students who present to the Wellness Desk with mental health and wellness related issues and navigate them to on- and off-campus supports, resources, and support in transferring them to the appropriate resources. The incumbents will also assist with event planning and delivery, workshop development and presentation, as well as communication about the Wellness Desk space.

### **Requirements**

- Enrolled as a 3<sup>rd</sup> year standing or higher full-time or part-time undergraduate degree student (as defined in the Carleton University Undergraduate Calendar) at Carleton University for the 2024/2025 academic year
- Be in good standing in their academic program
- Must be available to work on evenings throughout the week and on weekends. (Shifts will fall primarily on evenings and weekends)
- Have excellent communication, interpersonal, and time management skills
- Ability to self-regulate and demonstrate good judgement in high-stress scenarios
- Ability to work well independently and self-manage
- A team player with strong interpersonal and group process skills.
- Knowledgeable of campus resources
- Training in ASIST, SafeTALK, and/or LivingWorks Start, Supporting Students in Distress is an asset]

### **Duties Performed**

- Support students presenting to the Wellness Desk by researching and guiding students to relevant resources and supports on campus and, if needed the broader Ottawa community.
- Engage students in wellness-based consultations including the utilization of the Wellness Service Navigator

- Contacts Campus Safety Services if a student presents with immediate concerns for safety
- Help in the research, design and implementation of Wellness Desk events, presentations and workshops
- Completes necessary reporting, including payroll documentation, evaluations, and documentation of student experience with the Wellness Desk
- Attend meetings with supervisor and greater team as scheduled
- Support in the maintenance of the Wellness Desk office
- Participate in relevant workshops for continual professional development
- Maintains confidentiality
- Acts in accordance with their role as an ambassador and representative of the Office of the Associate Vice President Student Health and Wellness and Carleton University
- Other duties as assigned

### **Skills & Characteristics**

- Demonstrates skills in gathering, compiling, and synthesizing information to guide students to relative campus resources
- Competency with Microsoft Office (i.e. Teams, Word)
- Demonstrates strong communication skills (both written and oral)
- Demonstrate strong work ethic, organizational, and time management skills
- Strong initiative to work creatively and independently
- Interest in growing leadership and public speaking skills
- Knowledge about and/or familiarity with a variety of Carleton University's student supports and programs are preferred
- Previous experience and/or interest in the following areas is preferred: mental health, peer support, reception

Located on the 2nd floor of the MacOdrum Library, the Wellness Desk is a drop-in service that strives to be a space of respite and resources for students in need of support. We are a team dedicated to creating accessible information, increasing awareness and knowledge of student wellness; and helping students connect to resources. You can connect with the Wellness Desk team at @carletonwellness on Instagram or [wellness.carleton.ca/wellness-desk](https://wellness.carleton.ca/wellness-desk).

All candidates must be able to participate in the interview process and submit all required elements of the application for consideration. This position involves training in late August/early September and runs the length of the academic year. Please realistically consider if you have time to give before applying to this position. If you have any questions, please do not hesitate to reach out to [wellness@carleton.ca](mailto:wellness@carleton.ca).