

Posting ACADEMIC ASSOCIATE

Position Title:	Academic Associate Wellness Consultant - Faculty of Medicine
Hiring Unit:	The WELL (Wellness Enhanced Lifelong Learning)
Supervisors:	Dr. Paola Fata & Prof. D. Friedman
Work Location:	Meredith Annex, 3708 Peel Street, Montreal
Hours/Week & Schedule:	Full time position (40 hours) with some flexibility to provide after-hours coverage (some evenings)
Annual Salary:	Negotiable, according to qualifications and experience.
Date of Posting:	January 25, 2019
Deadline to Apply:	February 1, 2019

POSITION SUMMARY

The Faculty of Medicine's WELL Office provides critical expert clinical support for professional health trainees in need, assumes leadership within the Faculty in developing a "culture of wellness" in their training programs, promotes the advancement of a healthy learning environment and resilience in training, and administers innovative workshops on wellness in the academic learning environment through innovation, and outreach.

This position will encompass clinical interventions/counselling, outreach activities including workshops and support groups, as well as program and curriculum development in 2 areas: McGill University's Faculty of Medicine Schools (Ingram School of Nursing, School of Physical and Occupational Therapy, School of Communication Sciences and Disorders, encompassing over 1700 learners enrolled in a variety of undergraduate, graduate, and post-graduate training programs) and Post Graduate Medical Education.

The position will report jointly to the Assistant Dean (Resident Affairs) and the Assistant Dean, Student Affairs (Schools). As an Academic Associate, the incumbent will assume a key leadership position in The WELL Office.

More specifically, the incumbent will:

- Provide high caliber wellness services to learners from the Schools in the Faculty of Medicine, including one-on-one counseling, program consultation, workshops, and support groups;
- Work closely with the Assistant Deans of Student Affairs and the other Wellness Consultants for the respective areas in defining the mandate and determining priorities of The WELL Office in relation to learners from the Ingram School of Nursing, School of Physical and Occupational Therapy, School of Communication Sciences and Disorders as well as Post Graduate Medical Education Program in the Faculty of Medicine;
- Implement new initiatives, and expand as appropriate the range of wellness services provided by the Office to create a healthy learning environment for learners ;
- Demonstrate a broad knowledge of and ready access to the WELL Office and other resources that promote resilience, reflection, coping strategies, problem solving and critical thinking;

PRIMARY RESPONSIBILITIES

- Collaborate effectively and efficiently with other members of The WELL Office.

Case Management

- Provides confidential expert one-on-one counseling and personalized wellness support to learners of all levels of training, and provides all necessary referrals and advice relating thereto. Wellness support can be offered in person, on the phone or by Skype.
- Facilitates and liaises with other health care professionals in providing comprehensive wellness support to learners ensuring timely access to care including consulting with addiction/mental health specialists and others as appropriate.
- Provides case coordination and management in situations of high risk or critical incidents.
- Develops and provides facilitation of support groups within individual programs including situations such as the death of a learner, intimidation, harassment, exam failures and others as appropriate.

Prevention, Outreach and Innovation

- Works closely with Assistant Deans Student Affairs, to develop the Healthy Learning Curriculum and content. Coordinates the Curriculum Content in partnership with The WELL Office Project Administrator. Takes a leadership role in building this healthy learning environment program and networks to increase the Faculty's capacity to support health professional trainees in need.
- Available for regular evening hours per week as required for WELL Office activities, counselling, and support groups;
- Serves as a resource person in strengthening the capacity of the Faculty of Medicine to respond quickly and effectively to learners in the early stages of disruptive behavior and crisis. May be called upon to provide advice to senior academic administration in the faculty and affiliated hospitals on matters related to learner crisis.
- Develops, coordinates, manages and delivers educational activities related to healthy learning.
- Establish solid relationships with clinical faculty, hospital and University administrators and learner leadership groups such as the respective Student Society, Wellness representatives, Inter-professional groups like MASH and others.
- Maintains knowledge with respect to professional associations such as OPPQ, ONQ, QASLPA, OEQ, and national bodies and promotes communication and collaboration on new approaches and resources on relevant issues and challenges in the health professions.
- Works closely with the Wellness Consultants from UGME, and PGME to ensure vacation and cross-coverage.

ADMINISTRATION

- Works closely and collaborates with, the other Wellness Consultants, The Project Coordinator, and Administrative Coordinator on special projects
- Reports all strategic and operational issues to the respective Assistant Dean. Also provides feedback and makes recommendations to address workload and performance issues.
- Helps the WELL Office meet cyclical accreditation needs and program/school objectives.
- Makes recommendations for healthy learning environment resources, orientation materials, resources for the library, and contributes to content on the WELL Office website.
- Participates in WELL Office strategic planning and regular team meetings of both areas.
- May be requested to attend specific additional meeting at the request of the Assistant Deans Student Affairs.

RESEARCH

- Shows interest and initiative in developing, designing, and implementing research studies relating to learner wellness, a healthy learning environment, building resilience, and programs offered by the Well Office .

EDUCATION/EXPERIENCE

- Graduate degree in clinical or counseling psychology, social work or a related field. Undergraduate or graduate degree in higher education or equivalent experience of administration in higher education or an equivalent combination of education and experience (5 years minimum)

Qualifying Skills and Abilities

- A superior understanding of the issues of wellness/resilience in health professionals, particularly those related to learners in training is essential. Competence in stress management training (Cognitive Behavioral Therapy and Mindfulness Based Stress Reduction) is an asset.
- Relevant experience in counseling in the educational context, preferably in the health profession. Specifically, experience working with learners in academic difficulty and from diverse educational and cultural backgrounds.
- Understanding of the academic & clinical training environments, including the educational framework and standard evaluation tools.
- Experience leading/facilitating group workshops.
- Experience in administration in health professional education is an asset.
- Skill in working with university-aged young adults.
- Superb oral and written communication, organizational, leadership, and interpersonal skills in English and French.
- Experience in protocol and policy development.
- Ability to communicate effectively with staff and senior academic administrators about issues facing learners in crisis and make recommendations on strategy.
- Able to exercise patience, tact, judgment, and discretion/confidentiality.

HOW TO APPLY

Please submit your resumé to: thewelloffice@mcgill.ca. We thank all applicants for their interest; however, only applicants selected for an interview will be contacted.

McGill University hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. McGill implements an employment equity program and encourages members of designated groups to self-identify. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, Professor Angela Campbell, Associate Provost (Equity and Academic Policies) by [email](mailto:angela.campbell@mcgill.ca) or phone at 514-398-1660. All qualified applicants are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadians and permanent residents will be given priority.