

The Company

The Centre for ADHD Awareness Canada, (CADDAC) is a national charity dedicated to improving the lives of those with ADHD through ADHD awareness, education, and advocacy.

The Opportunity

Reporting to the Executive Director, The **Bilingual ADHD Resource Navigator/ Administrative Assistant** will work with families and individuals affected by ADHD to identify ADHD and mental health resources in their communities.

Many families and individuals in Canada struggle to find ADHD resources in their communities. The goal of the program is to help families and individuals navigate the mental health care system, connect them to credible assessment and treatment resources, and give them a better understanding of ADHD itself.

The ADHD Resource Navigator will provide support for individuals and families affected by ADHD in two areas:

1. Emotional Support
 - a. Listening to concerns, frustrations, and fears
 - b. Helping families build upon their strengths.
 - c. Support the development of advocacy skills.
2. Mental health system navigation
 - a. Locate appropriate ADHD and mental health resources in their communities such as specialists and therapy providers.
 - b. Recreation programs, schools, tutors, and support groups.

Approximate Start date: As soon as possible.

Hours: Part-time/Full-time

Compensation: Depending on experience

Term: 1-year contract, with possibility of extension

Location: Hybrid

Responsibilities

- Speak with families and adults affected by ADHD over the phone.
- Engage in active listening and empathic support.
- Educate individuals about ADHD symptoms.
- Field email inquiries from the ADHD community
- Share ADHD and mental health resources with families and individuals affected by ADHD.

- Promote CADDAC resources to community organization in Canada.
- Identify mental health and ADHD resources in communities across Canada.
- Identify gaps in ADHD programs and services in communities across Canada.
- Establish relationships with mental health organizations in Canada.
- Complete documentation and reporting as required.
- Work in partnership with other members of CADDAC to ensure individuals needs are been met.

Education/Experience

- Diploma/degree in mental health/health or related program, and/or mental health lived experience.
- Bilingual French is a **must**
- 2-4 years experience in a similar role
- Some experience working directly with families and individuals with mental health issues
- Knowledge of ADHD and comorbidities
- Knowledge of mental health resources in one or more provinces
- Knowledge of health care delivery in Canada
- Ability to build strong relationships
- Strong listening skills
- Excellent communication skills in both English and French– written and verbal
- Understanding of the education system in one or more province/territory

If you are interested in this position, please send your resume to info@caddac.ca, please put “ADHD Resource Navigator” in the subject line. Must attach a cover letter outlining why you feel you are a good candidate for the position.