



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	COMMUNITY MENTAL HEALTH WORKER – EMPLOYMENT DEVELOPMENT COUNSELOR
<b>DEPARTMENT:</b>	MENTAL HEALTH
<b>CLASSIFICATION:</b>	COMMUNITY MENTAL HEALTH WORKER
<b>UNION:</b>	MGEU – TECHNICAL PROFESSIONAL

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## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	CLINICAL TEAM MANAGER – MENTAL HEALTH
<b>POSITIONS SUPERVISED:</b>	NOT APPLICABLE

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## POSITION SUMMARY

Working within an integrated team approach, the Community Mental Health Worker – Employment Development Counselor (CMHW-EDC) will contribute to the overall improved health status of individuals through the provision of strengthening or developing work/employment related skills. Services provided within a framework of Psychosocial Rehabilitation and the Recovery Model, including consultation, assessment, and therapeutic interventions. The CMHW-EDC will work collaboratively with the Primary Community Mental Health Worker, primary health care providers, families/natural supports, and services/agencies involved with the Employment Development Services, functioning as employment consultant, employment development service coordinator and liaison. The CMHW-EDC supports and promotes recovery-oriented practice. The position of CMHW– EDC functions in a manner consistent with, and supports the Mission, Vision, and Values of the Interlake-Eastern Regional Health Authority.

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## ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

### Clinical Practice

- Provides services to individuals that ensure appropriate vocational rehabilitation assessment and service response.

- Assist in providing professional and public education programs and classes.
- Assist in the development of new/additional community resources and services.
- Accept, prioritize, and co-ordinate Employment Development referrals.
- Complete a comprehensive, strengths-based, recovery-oriented vocational rehabilitation assessment in a collaborative manner.
- Develops an employment plan in a collaborative manner with the individual and their family/natural support.
- Facilitate ongoing communication regarding employment plans and progress of plans to the individual, family/natural support, CMHW primary health care provider, and other individuals/agencies/services involved.
- Provide follow up of ongoing care in accordance with plans.
- Maintain clinical documentation as per program/regional standards, including the use of the electronic medical record.
- Complete non-clinical documentation such as Market ABILITIES paperwork, and processes as per program/regional/provincial standards.
- Assists with job searches, resume development and prepares for interviews.
- Arranges for Vocational Rehabilitation assessments.
- Develops collaborative relationships with the Employment agencies, family services systems, in-patient services and other systems involved in the individual's circle of care.
- Works collaboratively with the Community Mental Health Workers.
- Coordinates LMPAD services ensuring deadlines are met.
- Work in conjunction with the Sunflower Café (Interlake Support Centre) in the screening and interviewing process. Participate in performance appraisals and provides support to those participants in the supported employment program.
- Provides feedback to the individual, family/natural support, and referral source.
- Exhibit competency in recovery practices such as providing individual assistance with effective coping skills in order to regain independence within the community and mastery over their own recovery process.
- Assist individuals with articulating personal goals for recovery. Support individuals in identifying and creating goals and developing recovery plans with the skills, strengths, supports and resources to aid them in achieving those goals.
- Assist individuals in determining the steps they need to take in order to achieve goals and self-directed recovery.
- Utilize tools such as the Wellness Recovery Action Plan (WRAP) to assist individuals in creating their individual wellness and recovery plans.
- Serve as a recovery agent by providing and advocating for recovery based care.
- Liaise and consult with external resources as required, in keeping with the requirements of the Personal Health Information Act and the Mental Health Act.
- Follow standard protocols for urgent care and emergency treatment.
- Provides crisis intervention in conjunction with the primary CMHW where necessary.
- Attends staff meetings and professional development as required.

### **Clinical Consultation**

- Consult with and work in collaboration with other members of the individual's care team, inclusive of primary health care providers.
- As part of the team/recovery plan provides direction to proctors and acts as a resource/mentor.
- Actively participate in clinical consultation.

**Program Planning, Analysis, and Education**

- Participate in strategic and program planning.
- Provide data and prepare reports as requested.
- Participate in regular staff and program evaluations.

**Education, Teaching, Learning, and Research**

- Collaborate, co-ordinate, and/or participate in the development and presentation of educational programs.
- Collaborate to develop and deliver educational material to the public.
- Promote a climate of clinical inquiry.
- Critically review current literature and research articles, and communicate and apply clinically significant findings.
- Demonstrate clinical competence in a variety of therapeutic treatment modalities.
- Develop innovative approaches for complex practice issues.
- Understand the core elements of a recovery orientation that can be practiced in any mental health setting and how this orientation can be applied with diverse populations.
- Commit to learning about people with lived experiences of mental health problems and illnesses about how the service can best support their recovery efforts.
- Continuously develop knowledge in recovery-oriented learning and practice.
- Acknowledge the importance of being inclusive and of seeking to maximize opportunities for people to exercise self-direction and take responsibility for their own recovery.
- Aware of relevant legislation, such as, but not limited to, *The Personal Health Information Act, The Mental Health Act, and The Child and Family Services Act.*
- Provides preceptorship opportunities within the program to students and colleagues, when appropriate.

**OTHER**

- Performs other duties as assigned.

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RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

**PERFORMANCE MEASUREMENTS:**

- Demonstrated ability to perform as evidenced by satisfactory performance evaluations.
- Demonstrated ability to take the initiative/motivation for self-development and keeping abreast of current evidenced based practices.
- Maintains licensure and competencies.
- Active in team development.
- Works autonomously and seeks supervisory assistance in a timely and appropriate manner for any areas of identified concerns.
- Demonstrated practice in compliance with recovery based principles.

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**QUALIFICATIONS****EDUCATION/CERTIFICATION:**

- B.Sc. M.H, B. Sc. P.N, RPN, BN, RN, BSW, or MOT.
- Licensed with applicable professional designation.

- ASIST Certificate (Applied Suicide Intervention Skills Training) required.

**REQUIRED KNOWLEDGE:**

- Comprehensive knowledge in clinical assessment, treatment models and interventions.
- Knowledge of mental health problems and illnesses, including signs, symptoms, treatment, and prognosis of mental illness and emotional distress.
- Knowledge of co-occurring disorders, i.e. addictions and mental health, developmental delay and mental health, and the related impact on family dynamics.
- Knowledge of community resources and procedures related to accessing the available services.
- Knowledge of psychiatric disorders/clinical syndromes.
- Knowledge of psychopharmacology.
- Comprehensive knowledge and range of intervention modalities, including Psychosocial Rehabilitation, Vocational Rehabilitation, cognitive behavioural therapy, and motivational interviewing.
- Knowledge of and ability to work within the mental health recovery model.

**EXPERIENCE REQUIRED:**

- Minimum of two (2) years in relevant mental health area required.
- Two (2) years direct experience in the area of vocational rehabilitation preferred.
- Two (2) years direct experience in the area of mental health crisis management preferred.

**SKILLS/COMPETENCIES:**

- Excellent verbal and written communication skills.
- A positive attitude toward learning, growth, and health.
- Demonstrated ability to problem-solve complex situations and manage sensitive issues.
- Ability to relate and interact with individuals of diverse cultural and economic backgrounds.
- Skilled at working with people with co-occurring mental health disorders.
- Proficiency in Microsoft Office applications (Word, Excel, and PowerPoint).
- Ability to use electronic medical record (Accuro).
- Flexible scheduling is required to balance individuals' needs and enhance service delivery to improve access.
- Good physical and mental health to meet the demands of the position required.
- Valid driver's license and vehicle are required.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

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**WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
  - Will be required to travel throughout the region as duties may require.
  - No hazardous or significantly unpleasant conditions.
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**WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

**PATIENT SAFETY**

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

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Created: \_\_\_\_\_  
Date

Revised: \_\_\_\_\_  
February 2017  
Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Vice President/ CEO \_\_\_\_\_  
Date

Reviewed by: \_\_\_\_\_  
Vice President, Human Resources \_\_\_\_\_  
Date

*Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no*

*instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*