



POSITION DESCRIPTION

POSITION TITLE:	COMMUNITY MENTAL HEALTH WORKER- ADULT- MENTAL HEALTH PROMOTION FACILITATOR
DEPARTMENT:	MENTAL HEALTH
CLASSIFICATION:	COMMUNITY MENTAL HEALTH WORKER
UNION:	MGEU – TECHNICAL PROFESSIONAL

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	CLINICAL TEAM MANAGER – MENTAL HEALTH
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

The Mental Health Promotion Facilitator (MHPF) functions as part of the Public Health Program, Mental Health Program and the provincial Towards Flourishing (TF) team whose purpose is to develop and enhance capacity for mental health promotion throughout the province of Manitoba. The MHPF will collaborate with key stakeholders inside and outside the health sector to contribute to the Towards Flourishing Strategy – a provincial mental health promotion program currently embedded within the Families First Home Visiting Program. The MHPF will function as part of a team within the regional Public Health Program to enhance the capacity of the public health program to embed mental health promotion interventions into their practice. The role is intended to support the existing public health and mental health services to identify and respond to the mental health strengths and needs of families in a more proactive and intentional manner. The role is primarily dedicated to supporting the Towards Flourishing Strategy within the regional Public Health Program, and specifically within the Families First Home Visiting Program. Collaboration with other systems and services is encouraged depending on capacity. The position of Mental Health Promotion Facilitator functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

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

- Facilitates the implementation of the TF strategy in the Interlake-Easter RHA.

- Coordinates and co-facilitates TF orientation and training sessions.
- Function as part of the provincial Towards Flourishing team to support the Strategy within and across the health regions.
- Assess the unique needs of the community, particularly related to supporting mental well-being.
- Coordinate and conduct training sessions for public health staff on mental health and specific mental health promotion strategies and interventions to support continuous capacity building to respond to the mental health needs of families.
- Participates in an enhanced mental health screening process for parents in the Families First Home Visiting program by providing summary results to the public health staff and facilitating practice-related discussions on enhancing wellbeing in families.
- Support tracking and documentation of Towards Flourishing activities.
- Act as a clinical resource to the public health team and mental health team.
- Provide consultation to the inter-professional team.
- Support research and evaluation of the Towards Flourishing Strategy.
- Support ongoing program development, implementation and evaluation within the community and/or across programs that aim to increase mental health literacy, reduce stigma and discrimination and develop skills and competency to support early intervention.
- Assist in the development of evaluation processes of existing services and new initiatives related to prevention and promotion.
- Develop and implement public health education campaigns.
- Develop evidence-informed mental health promotion material.
- Organize and facilitate education and training sessions.
- Identify and pursue opportunities to build capacity of the community and community organizations to support the mental health of families.
- Engage in ongoing collaboration and communication with the Families First program and other partnering programs.
- Facilitate opportunities to integrate mental health promotion, prevention and early intervention, into existing programs and develop resources to support these activities (e.g. Families First, Primary Health Care Providers, Healthy Baby Sites)
- Compile and maintain a list of resources, services and programs related to mental health promotion.
- Maintain efforts to enhance accessibility of mental health services and community resources for families, addressing barriers to access where they exist.
- Support effective and efficient navigation of the local mental health system, facilitating referrals to services and advocating as needed.
- Establish and maintain partnerships with key resources.
- Establish and support cross-program collaboration (Public Health, Women's Health, Mental Health, Primary Health Care Provider, Child Health)
- Develop collaborations and partnerships across various sectors and environments including government, schools, workplaces, and community agencies (e.g. CFS, Parent-Child coalitions, Family Centres, etc.)
- Coordinate and develop linkages between existing health professionals and community groups involved in the provision of supports and services for individuals experiencing mental health issues including perinatal mental health.

- Maintain clinical documentation as per program/regional standards, including the use of the electronic medical record.
- Complete non-clinical documentation, paperwork, and processes as per program/regional standards.
- Know how the core elements of a recovery orientation can be practiced in any setting and how this orientation can be applied with diverse populations.
- Recognize that promoting recovery is their primary work, not an optional addition or supplementary goal.
- Acknowledge the importance of being inclusive and of seeking to maximize opportunities for people to exercise self-direction and take responsibility of their own recovery.
- Know ways to maximize a person's ability to make decisions and exercise control over their recovery journey.
- Liaise and consult with external resources as required, in keeping with the requirements of the Personal Health Information Act and the Mental Health Act.
- Assist in the development of services and programs to meet the emerging needs of individuals, families, and the community.
- Attend staff meetings and professional development as required.
- Aware of relevant legislation.

OTHER

- Performs other duties as assigned.

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:

- Knowledge about a population mental health promotion approach, including determinants of mental health and health equity, to the analysis of health issues.
- Knowledge about mental health promotion planning, implementation and evaluation.
- Knowledge and demonstrated experience in delivery of group programming including: planning, organizing, developing, implementing and evaluating mental health group programming and principles of adult education required.
- Knowledge of mental health issues, including signs, symptoms, treatment and prognosis of mental illness and emotional distress required.
- 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 required.
- Knowledge of psychiatric disorders/clinical syndromes.
- Knowledge of psychopharmacology.
- Knowledge of and ability to work within the mental health recovery model.

- Knowledge of Mental Health Act, The Personal Health Information Act, The Child and Family Services Act, and all other relevant legislation

EXPERIENCE REQUIRED:

- Minimum of three (3) years mental health clinical counselling experience working with the adult population and their families.

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.

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.

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: _____
October, 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 position 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.