

INTERNAL/EXTERNAL POSTING

**COMMUNITY TREATMENT ORDER, CASE MANAGER
ONE (1) TEMPORARY FULL-TIME POSITION
SIX (6) MONTH CONTRACT/BACKFILL UNTIL APPROXIMATELY JULY 2020
LOCATION: WINDSOR OFFICE**

Under the direction of the Integrated Manager, Mental Health Services, the Community Treatment Order, Case Manager provides comprehensive community treatment, rehabilitation and support to referred seriously mentally ill individuals in the Windsor-Essex County area who have been placed on a "Community Treatment Order (CTO)" by their psychiatrist. Provide professional case management services within the framework of a client directed clinical/rehabilitation case management model and according to the specifications of the CTO. Provide a continuum of functions including: assertive outreach, building therapeutic relationships, developing support plans with clients, client and systems advocacy, symptom management, life skills teaching, supportive counselling, family support, medication monitoring, attending injections and psychiatric appointments with clients, communicating observations and concerns about CTO clients to their psychiatrists, and providing crisis intervention.

Position Responsibilities and Duties:

1. Conduct comprehensive assessments and reassessments of the mental health care and basic needs of individuals referred to the Community Treatment Order (CTO) program.
2. Provide clinical intervention to support client needs.
3. Ensures objectives of the program are met.
4. Ensures all file management and reporting functions are maintained in a comprehensive and timely manner.
5. Develops educational programs relevant to client group.
6. Participates in public education services.
7. Assists clients in accessing and obtaining other community resources where needed and appropriate. Advocates with and for clients to ensure adequate resources are available. Where resources do not exist or are inadequate, advocates within system to develop or improve essential services and resources for individuals with serious mental illness.
8. Routinely assess client's mental and physical health status for potential problems and changes.
9. Assess needs and values of family where family involvement has been indicated in order to support, link, educate and advocate for family as needed.
10. Provides back-up and coverage support for the CTO Coordinator. In the absence of the CTO Coordinator, is available to assist with the following duties of the Coordinator to ensure the timely and continued processing of Community Treatment Orders.
11. Represents the agency with government bodies and other groups concerned with client population and serves on various provincial, regional and community boards and committees on behalf of the Branch.
12. Maintains up-to-date knowledge of the Mental Health Act and related legislation, the structure and personnel of local social agencies, government departments, institutions and other groups concerned with the client population, and trends and developments in the community that could affect the provision of mental health services.
13. Represents program and agency in a professional manner.
14. Provides supervision to agency volunteers and students as requested.
15. Substitutes for, and assists other agency staff where skills are applicable.
16. Avails self of opportunities for professional development.



**Canadian Mental
Health Association**
Windsor-Essex County

Community wellbeing is our sole focus.

Education and Skills:

- Requires knowledge and skills normally acquired through completion of a University degree in either Social Work (BSW) or Nursing (B.Sc.N).
- Registration with either the College of Nurses or the College of Social Workers in good standing is required.
- Two years recent relevant clinical work, in the judgment of the employer, with vulnerable individuals.
- Comprehensive knowledge of mental illness and treatments.
- Comprehensive knowledge and skill in the functions and principles of case management.
- Up to date knowledge of relevant mental health policy and legislation including the Mental Health Act.
- Knowledge of community resources.
- Effective interpersonal, oral/written communication skills.
- A valid Ontario Driver's License & means of transportation.
- Proficiency in the use of computers and various Microsoft software applications.
- Bilingualism in both official languages at the advanced level would be considered an asset.

Hours of Work:

Thirty-Five (35) hour work week. Flexible hours are required to meet service needs.

The agency's regular hours of operation are Monday to Friday, 8:30am to 4:30pm.

Salary range: Grade 9, \$33.94– \$40.19 per hour
Per 2018-2022 Collective Agreement

Please forward your cover letter and resume clearly stating how your skills and experience meet the position requirements quoting posting reference **CMHA #03-2020 by 4:30 pm Monday, January 27, 2020** to careers@cmha-wecb.on.ca

Notes: Qualified internal staff will be given preference to this position.

This position is posted per Article 15 of the Collective Agreement.

CMHA strives to establish and maintain an inclusive workplace and believes that the diversity of our workforce is an invaluable asset. We are committed to following recruitment and selection practices that ensure all candidates are given a fair opportunity for employment with CMHA.