



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

*Community wellbeing is our sole focus.*

### **INTERNAL/EXTERNAL POSTING**

**MENTAL HEALTH COUNSELLOR AND NAVIGATOR  
TWO (2) TEMPORARY FULL -TIME POSITIONS (35 HOURS/WEEK)  
FIVE (5) MONTH CONTRACT UNTIL APPROXIMATELY DECEMBER 31, 2020  
LOCATION: WINDSOR OFFICE**

This position will report administratively to the Director, Communications and Mental Health Promotion and functionally to a supervisor at the City of Windsor. This position supports clients participating in the City of Windsor Ontario Works program through the delivery of short-term counselling and crisis response and the navigation of mental health and addiction services in the community.

These services may change subject to ongoing needs assessment of services required by the City of Windsor.

#### **Responsibilities and Duties:**

- Provision of mental health/addiction supports at the City of Windsor as part of the Ontario Works program.
- In collaboration with the City of Windsor Ontario Works program, conducts needs assessments of the mental health/addiction needs of clients.
- Complete assessments of the mental health and basic needs of clients who seek services
- Collaborate with community agencies to help navigate clients through community resources in developing a care plan and obtaining goals.
- Develop goal focused psycho-education sessions based on client needs.

#### **Education and Skills:**

- Requires knowledge and skills acquired through the completion of a Masters of Social Work degree (M.S.W.) from an accredited university, with current registration with the Ontario College of Social Workers, or
- A minimum of a Master's degree in a relevant discipline accepted by the employer such as Counselling or Psychology with certification by the College of Registered Psychotherapists of Ontario.
- Two years' recent relevant clinical work, in the judgement of the employer with vulnerable individuals with serious mental illnesses and those in distress.
- Comprehensive knowledge of mental illness and treatments.
- Up to date knowledge of relevant mental health policy and legislation, including the Mental Health Act.
- Knowledge of community resources.
- Demonstrates the ability to work in a multidisciplinary team.
- Effective oral and written communication skills.
- Valid Ontario Driver's License and own means of transportation.
- Bilingualism in both official languages at the advanced level is an asset for all agency positions.

#### **Hours of Work:**

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

Salary range: Grade 9, \$33.94 – \$40.19 per hour (Initial JJE Rating)  
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 #35-2020 by 4:30pm Thursday, August 6, 2020** to [careers@cmha-wecb.on.ca](mailto:careers@cmha-wecb.on.ca)

*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.*