



**INTERNAL/EXTERNAL POSTING**  
**MENTAL HEALTH SERVICES, COVERAGE WORKER**  
**CASUAL POSITIONS (Location: Windsor and/or Leamington)**

Under the direction of the Integrated Manager, Mental Health Services, the position provides casual assignment coverage to a variety of programs under the Mental Health Services portfolio.

The incumbent may be assigned to provide coverage in any of the following position or functions as required by the agency. These may include: Intake (including crisis and assessment), Case Management, CTO Case Management, court support activities, release planning, assertive outreach, building therapeutic relationships, developing care plans with clients, client and systems advocacy, symptom management, life skills teaching, supportive counselling, family support and crisis intervention. Services are delivered one to one, as well as through group facilitation.

The position will report to the Integrated Manager but will have functional supervision by the Program Manager of any agency Mental Health Services program for which they are temporarily assigned.

The incumbent must be able to work in a variety of agency programs, some specialized, and could be called upon to cover: Intake crisis and assessment, CTO case management, Early Intervention, concurrent, court support, release from custody, counselling and treatment for depression and anxiety.

**The position is responsible for:**

1. Completes assessments of the mental health and basic needs of individuals referred, provides clinical intervention to support client needs and ensures objectives of the program assigned to be met
2. Client orientation. Ensuring clients understand the services being offered as well as processes, rights and expectations for participation in the program as well as limits to confidentiality
3. Identification of client needs through ongoing assessment (OCAN) and treatment/care planning. Initial OCANs are completed within 90 days of admission and a minimum of every six months after that
4. Providing education about illness, symptom management, and coping skills.
5. Developing, delivering and evaluating group educational programs relevant to clients as directed by the manager
6. Working collaboratively with clients to implement treatment/care plans that focus on strengths, wellness and empowerment to support recovery and goal achievement
7. Developing relapse prevention/wellness plans as well as providing crisis intervention
8. Client and Systems Advocacy and Linkage to resources: Assists clients to access information as well as internal/external resources, services or supports which are deemed necessary. Where resources do not exist or they are inadequate, advocates within system to develop or improve essential services and resources for clients
9. Supporting reintegration into school, work and social activities as well as the building of a healthy informal support system
10. Providing life skill coaching to support Activities of Daily Living and independence.
11. Assisting clients in accessing financial assistance and benefits
12. Assisting clients in accessing emergency and/or stable safe affordable housing
13. Engaging, educating and supporting families through the treatment and recovery process and encouraging clients to identify and include a care partner
14. Liaising, when appropriate, with family and other service or health care providers involved with the client to ensure continuity of care using a 'least intrusive' approach
15. Ensures all file management and reporting functions are maintained in a comprehensive and timely manner.

### **Education and Skills**

- Requires knowledge and skills acquired through completion of University degree in Social Work (B.S.W.) or Nursing (B.ScN)
- Registration with either the College of Nurses or the College of Social Workers in good standing is required
- Two (2) years recent, relevant experience working with vulnerable populations in the judgement of the employer
- Comprehensive knowledge and skills in the functions and principles of case management;
- Experience in treatment group development and facilitation is an asset
- 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 for the client population
- Experience in treatment group development and facilitation is an asset
- Effective interpersonal, oral and written communication skills
- Proficiency in the use of computers and various Microsoft software applications
- Bilingualism in both official languages at the advanced level is an asset for all positions
- Valid Ontario Driver's License and means of transportation.

**Hours of Work:** The work schedule will be determined based upon program needs. Casual employees are called in as operational required, flexibility will be required.

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 meets the position requirements quoting posting reference **CMHA #40-2020 by 4:30 pm Friday, August 14, 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.*