



## **INTERNAL/EXTERNAL POSTING**

### **RESIDENTIAL SUPPORT WORKER, SAFE BEDS FOUR (4) PERMANENT PART-TIME POSITIONS (14 HOURS PER WEEK) LOCATION: WINDSOR (AYLMER SITE)**

Reporting to the Manager of Housing, Facilities & Employment Services and under the direction of the Safe Beds Supervisor, the Residential Support Worker will plan, organize and provide life skills and residential supports to the clients admitted into the Safe Beds Program. The incumbent will assist and support clients to develop the necessary skills to improve their quality of life, and connect to appropriate community resources to assist with stabilizing the presenting mental health and/or addiction crisis while transitioning to more stable housing.

The Safe Beds program operates 7 days per week, 24 hours per day. The part-time Residential Support Worker provides coverage on weekends only. Shifts will rotate between days, afternoons and midnights. See below hours of work for details.

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

The Residential Support Worker will be responsible for:

1. Life Skills – Admission to Safe Beds
  - Liaise with police, courts, Windsor Regional Hospital Ouellette emergency department and crisis staff to assess and admit appropriate clients for short term residential crisis support in accordance with Safe Beds guidelines.
  - Monitor clients while in residential care to ensure safety.
2. Life Skills – Activities of Daily Living
  - Providing skill-development on an individual or small group basis to support the development of life skills to attain and sustain housing.
  - Providing supportive intervention and problem-solving with clients specific to practical issues related to activities of daily living.
3. Community Development
  - Keeping abreast of other resources in the community;
  - Maintaining professional contact with commonly accessed organizations so that purposeful interaction on behalf of clients can be effectively accomplished.
4. Program Evaluation and Development
  - Identifying gaps, interruptions or disruptions in services.
  - Determining efficacy of formal services and information support; and
  - Actively participating in improving the quality of programs and service delivery.
5. Develops Educational Programs relevant to client group
  - Organizing and conducting life skills training groups for clients at varied locations.
  - Obtaining and developing resources for delivery.
6. Ensures objectives of program are met
  - Participating in the evaluation of program goals and objectives making recommendations on changes to current program activities for improved service delivery.
  - Working toward the best interest of the client as a member of the CMHA team.
7. Ensures all file management and reporting functions are maintained in a comprehensive and timely manner.
  - Ensuring all client contact is recorded appropriately.
  - Ensuring that monthly, annual and other required reporting documentation are completed.



8. Participates in community education within scope of the role
  - Supporting staff who deliver educational presentations by providing information about life skills services. May occasionally participate with primary education staff in presentations.
  - Participating in special events and activities for agency public education campaigns such as Mental Health Week and Mental Illness Awareness Week.

### **Education and Skills:**

- Requires knowledge and skills acquired through completion of a two-year post-secondary diploma in a relevant discipline accepted by the employer such as Recreation Therapy, Occupational Therapist Assistant or Developmental Service Worker.
- Life Skills certification would be considered an asset.
- One (1) year recent and relevant experience, in the judgment of the employer, working with and teaching life skills to vulnerable individuals, particularly those with a mental illness or related diagnosis
- Comprehensive knowledge of mental illnesses, signs and symptoms, as well as planning and organizational skills.
- Strong assessment skills and knowledge of community resources
- A valid Ontario Driver's License with access to a reliable vehicle and proof of current insurance and licensing are required for this position.
- Bilingualism in both official languages at the advanced level would be considered an asset.
- **Full vaccination status is required in accordance with the agency's COVID-19 Vaccination policy. Providing proof of full vaccination status will be a condition of employment.**

### **Hours of Work:**

This position operates on Saturdays and Sundays. Fourteen (14) hours per week, based on two (2) shifts per weekend, each consisting of an eight-hour shift with a one-hour lunch break. Staff working weekend shifts will be paid for their one-hour lunch break in recognition that they may not leave the premises during their break due to health and safety requirements and staffing needs.

Shifts will rotate on a regular repeating schedule, and will rotate in a clockwise motion. The shifts included in the rotation are days (8:00AM-4:00PM), afternoons (4:00PM-12:00AM) and midnights (12:00AM-8:00AM). Flexible hours are required to meet service needs.

**Salary range:** Grade 6, \$28.91 - \$34.20 per hour  
Per 2018-2022 Collective Agreement

*Applicable shift premiums will be paid in accordance with the Collective Agreement, Article 17.09.*

Please forward your cover letter and resume clearly stating how your skills and experience meets the position requirements quoting posting reference **CMHA #27-2022 by 4:30 pm, Wednesday, July 6, 2022** to [careers@cmha-weeb.on.ca](mailto:careers@cmha-weeb.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.*