



**CANADIAN MENTAL HEALTH ASSOCIATION  
 SIMCOE COUNTY BRANCH  
 INTERNAL/EXTERNAL JOB POSTING**

<b>POSTING # 24-63 IE</b>	<b>POSTING DATE: Mar 14/2025</b>	<b>CLOSING DATE: Mar 21/2025</b>
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**CLASSIFICATION:**  
**Vocational/Recreational Specialist (Community Support Worker, Level 1) – North Simcoe Assertive Community Treatment Team (NS ACTT) – Full-Time, Temporary (12 months) – Orillia, ON**  
 The Canadian Mental Health Association, Simcoe County Branch seeks a Vocational/Recreational Specialist, who, in accordance with the agency’s policies, standards, and guidelines, provides a range of work-related and other general services/support including: client-centered assessments, treatment, and rehabilitation & support services based on guidelines of the ACTT model of care.

- REQUIRED QUALIFICATIONS:**
- College Diploma or University degree in the field of human services/vocational rehabilitation/recreational therapy.
  - Minimum three (3) years’ experience working with individuals who have a mental illness in a vocational rehabilitation setting.
  - Experience in mental health and/or addictions (community-based setting preferred).
  - Must have access to a vehicle, a valid Ontario driver’s license, and adequate automobile insurance.
  - Registration in good standing and designations held with the Vocational Rehabilitation Association (VRA) or college of Vocational Rehabilitation Professionals (CVRP) would be an asset
  - Certified therapeutic Recreation Specialist (CTRS) credential would be an asset.
  - Fluency in French or another second language would be an asset.
  - Legally entitled to work in Canada.

**REQUIRED SKILLS AND KNOWLEDGE:**  
 As per job description.

<p><b>SALARY SCALE:</b>          Community Support Worker (Level 1): \$49,413 – \$55,146* per annum</p> <p><i>*pro-rated based on hours worked</i>  <i>*plus shift premium as per policy</i></p>	<p><b>HOURS OF WORK:</b></p> <ul style="list-style-type: none"> <li>• Thirty-five (35) hours per week.</li> <li>• Rotational shift work based on a seven (7) day staffing schedule.</li> <li>• Able to work within a flexible framework to respond to client needs</li> <li>• Program provides service 365 days per year.</li> <li>• Weekends and Holidays on a rotational basis</li> </ul>
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**SUBMIT COVER LETTER AND RESUME TO:**  
 Human Resources  
[hr@cmhastartalking.ca](mailto:hr@cmhastartalking.ca)  
*Please submit in a single document*

**APPROVED BY:**



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 Daniëlle Greenwood  
 Manager, Human Resources

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 March 14, 2025  
 Date

*CMHA Simcoe County Branch is an equal opportunity employer committed to fostering a healthy and positive work environment. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, 1990 CMHA Simcoe County Branch will provide accommodations throughout the recruitment and selection process to applicants with disabilities. CMHA Simcoe County Branch supports the recovery of people with mental illness and promotes diversity in the workplace. We welcome all applicants including persons with lived experience, women, Indigenous people, people with disabilities, and members of the 2SLGBTQ+, visible minority and immigrant communities to apply. If selected to participate in the recruitment and selection process, please inform Human Resources of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.*



<b>JOB TITLE:</b>	Vocational/Recreational Specialist (CSW Level 1) – Assertive Community Treatment (ACT) Team (Critically Essential)
<b>REPORTS TO:</b>	Manager, Barrie & South Georgian Bay (SGB) ACT Teams & Road to Recovery (RTR) Program OR Manager, North Simcoe (NS) ACT Team & RTR Program
<b>JOB SUMMARY:</b>	The Specialist, in accordance with the agency’s policies, standards, and guidelines, provides a range of work-related and other general services/support including: client-centered assessments, treatment, and rehabilitation & support services based on guidelines of the ACTT model of care.
<b>REVISED:</b>	March 2025
<b>REVISED BY:</b>	Managers NS, Barrie & SGB ACT Teams & RTR Program; Director, Service Operations; HR Generalist; CEO
<i>CMHA reserves the right the change job descriptions as the needs of the agency change.</i>	

**CORE COMPETENCIES**

- Work together in relationship to learn and grow.
- Encourage understanding.
- Listen with an open mind.
- Laugh and enjoy humour compassionately throughout the day.
- Notice the dignity and value of ourselves and others.
- Engage others with compassion.
- Share our stories and our hearts
- Strive to honour and respect ourselves and others.
- Embrace a philosophy of harm reduction

**DUTIES, RESPONSIBILITIES, AND RELATED TASKS:**

**1. Organizational**

- Assist in the planning, implementation, and evaluation of the programs and services.
- Assist with new staff training and orientation.
- Have a strong commitment to quality improvement (QI) and support the continuous improvement of client and family services and supports on team, organizational, and system levels.
- Comply with the agency policies, standards, guidelines, and procedures.
- Participate effectively in ACT Team clinical meetings and other designated internal meetings.
- Work in cooperation with management and other staff members in the provision of efficient and coordinated services.

**2. Program and Services**

- Perform as a member of a critically essential program with other multidisciplinary clinicians.
- Perform vocational rehabilitation and general duties as specified within the ACT Team model of care including:
  - Job Development/Creation/Employer Outreach and advocacy
  - Skills Development/Training for Job/Education.
  - Skills Training on the Job.
  - Job Search Skills/Job Placement.
  - Employment and Pre – Employment Planning/Career Counselling
  - Employment Retention Supports
  - Supported Education; and (integrate these 7/8)?
  - Leadership Training.
  - Motivational Interviewing
  - Development and Facilitation of ACT Program Recreational and Skill Development Groups
- Participates in a multi-disciplinary consultative, client-centred recovery orientated specialized mental health treatment/medical service delivery model.
- ACT provides the majority of the treatment, rehabilitation and support services, in addition to clinical & psychosocial rehabilitation and recovery for persons who have the most serious mental illness, have severe symptoms and functional impairments, and have not benefited from traditional outpatient programs.
- The ACT team is mobile and delivers majority of treatment, rehabilitation, and assertive outreach in the community. 75% or more of the services are provided outside of the program offices.
- Responsible for assessing and documenting the client’s mental illness symptoms and behaviors and response to medication and shall monitor for medication side effects. Report clinical assessments to team psychiatrist.



- Accountable and timely reporting to appropriate team clinicians/psychiatrists of any concerns or changes in mental status.
- Daily review of transfer of accountability report, risk management interventions and care planning
- Formulate and follow through on clients' volunteering, vocational and mental health support treatment plans, hospitalization, and/or community job placements.
- Develop, implement, document, and evaluate treatment plans in conjunction with the client and other ACT Team members.
- Coordinate and monitor the activities of the clients' individualized treatment plans.
- Provide counselling to assist clients in accomplishing their vocational/ recreational goals and managing symptoms of their mental health.
- Form relations and collaborate with local employers, service providers, and families.
- Consult with other service providers to promote continuity of care for the clients.
- Provide crisis intervention to ACT Team clients during regular work hours.
- Provide support/education to clients' families and social support networks.
- Provide medication support, medication observations and medication consultations and documentation daily.
- Provide clinical impressions/ assessments on treatment / medication to team psychiatrist
- Ongoing assessment and documentation of Mental Status exams
- Consult with Psychiatrist and team for CTO renewals, and Consent Capacity Board hearings as required.
- Participate in treatment planning with COAST and MCERT teams for ACT clients as necessary.
- Provide education and assist clients where appropriate with ADLs such as budgeting, shopping, meal planning/preparation, housekeeping, transit training, personal grooming / hygiene, laundry, keeping and attending Medical and Psychiatry appointments.
- Provide education to community service providers, employers and other stakeholders regarding ACT, mental health, recreation and social services and vocational rehabilitation-related issues.
- Aid clients/participants in securing housing and support services. Including, conducting SPDAT's (Service Prioritization and Decision Assistance Tool).
- Provide support, monitoring and advocacy for clients to obtain and maintain housing.
- Responsible for transporting clients in the community and, on occasion, outside of the geographical area.

### 3. Monitoring and Evaluation

- Evaluate the achievement of goals from the perspective of both the participant/client and care coordinator, as well as client satisfaction with service and achievements.
- Maintain participant/client records as per agency standards and Diversity, Equity and Inclusion (DEI) practices.
- Follow procedures for Reporting of: all accidents, injuries, incidents and occurrences.
- Collect data, including: participant/client demographics, service statistics, and goal achievement, as well as other systems that may be developed.
- Provide reports as required or requested.
- Manage program related funds as per directives.

### 4. Performance and Goals

- Responsible for achieving or exceeding set performance targets and goals as outlined by the program and organization.

### 5. Community Relations

- Maintain positive relationships with networks, professional organizations, and other related service providers.
- Requires strong connections with community hospitals/institutions.
- Represent the agency mandate, mission, values, and philosophy of the agency in the community, including networks or meetings as requested.
- Assist in the training and mentoring of students, new staff, and/or volunteers.

### 6. Professional Development

- Set annual performance and professional development goals.
- Participate in regular meetings with supervisor.
- Attend/ Participate in ACT Conferences for Professional and Discipline Specific Development and other relevant workshops, and other in-service events as approved. Participates in specialized training with the Ontario Association for ACT (OAFF) and Flexible Assertive Community Treatment (FACT)

### 7. Other

- Provide staff back-up for other ACT Teams.
- Perform other related duties as assigned by the Program Manager.



## **KNOWLEDGE, SKILL AND BEHAVIOURAL COMPETENCIES REQUIRED**

- Ensure activities meet with (and integrate with) organizational requirements for quality management, health and safety, values, and mission, together with embracing our harm reduction philosophy.
- Utilize a client-centered approach so as to develop trusting relationships with clients.
- Understanding of provincial/local legislation as well as government policies, procedures, and practices pertaining to services provided by the agency.
- Knowledge and understanding of government income subsidies and supports including but not limited to Ontario Works, ODSP, Office of the Public Guardian and Trustee's work related benefits, income reporting and available supports
- Be competent in the provision of services offered by CMHA.
- Empathetic to those living with the effects of mental illness and/or substance misuse.
- Knowledge and practice of harm reduction, client-centered recovery philosophy, and community service delivery.
- Knowledge of community resources connected to the provision of mental health and addiction services.
- Knowledge of the Mental Health Act, Substitute Decision Act and the Health Care Consent Act.
- Able to work with a high acuity.
- Able to influence stakeholders through diplomacy as well as negotiation skills in client/system advocacy.
- Good interpersonal and networking skills.
- Knowledge of assessment, planning, and skill teaching strategies.
- Able to anticipate crises and to apply appropriate non-violent crisis intervention skills to de-escalate the situation.
- Able to multi-task and work with a sense of urgency when required.
- Knowledge of mental illness, addictions, and medications as well as the ability to assist clients with symptom management.
- Knowledge of labour market
- Ability to liaison with landlords for advocacy and empowerment for client needs.
- Ability to complete HI packages.
- Excellent verbal and written communication skills.

## **WORKPLACE REQUIREMENTS:**

### **Hours of Work**

- Thirty-five (35) hours per week.
- Rotational shift work based on a seven (7) day staffing schedule.
- Able to work within a flexible framework to respond to client needs
- Program provides service 365 days per year.
- Weekends and Holidays on a rotational basis

### **Qualifications**

- College Diploma or University degree in the field of human services/vocational rehabilitation/recreational therapy.
- Minimum three (3) years experience working with individuals who have a mental illness in a vocational rehabilitation setting.
- Experience in mental health and/or addictions (community-based setting preferred).
- Must have access to a vehicle, a valid Ontario driver's license, and adequate automobile insurance.
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- Fluency in French or another second language would be an asset.
- Legally entitled to work in Canada.

### **Health and Safety**

- Abide by the policies and procedures outlined by the organization.

## **MANDATORY TRAINING REQUIREMENTS:**

- Workplace Hazardous Materials Information System (WHMIS)
- Worker Health & Safety Awareness
- Staff Orientation
- Automated External Defibrillator (AED) Training (First Aid, CPR)
- Non-Violent Crisis Intervention Training (NVCI)
- Applied Suicide Intervention Skills Training (ASIST)
- Diversity, Equity, and Inclusion (DEI) Training
- Harm Reduction