



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

POSTING # 24-20 IE	POSTING DATE: July 24/2024	CLOSING DATE: July 31/2024
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CLASSIFICATION:
Life Skills Worker – Crisis Intervention and Community Response (CICR) Program - Full-Time Permanent – Barrie, ON
 The Canadian Mental Health Association, Simcoe County Branch seeks a Life Skills Worker, who, in accordance with the agency’s policies, standards, and guidelines, is responsible for providing support to the program in areas such as meal preparation, shopping, laundry, household management. They will assist the client/participant with further developing skills related to activities of daily living.


- REQUIRED QUALIFICATIONS:**
- Minimum Grade 12 education required.
 - Post-secondary education in a related area of study (i.e., mental health) and a minimum of two years related experience or equivalent combination of education and experience preferred.
 - Familiar with psychotropic medications as well as some knowledge of medical medications.
 - Knowledge of MS Office (Word, Excel, PowerPoint, Access and Outlook), and Internet.
 - Experience in mental health and/or addictions (community-based setting preferred).
 - Consumers of mental health services are encouraged to apply.
 - Must have access to a vehicle, a valid Ontario driver’s license, and adequate automobile insurance.
 - 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>SALARY SCALE: Life Skills Worker: \$40,659 - \$46,883 *per annum</p> <p><i>*prorated based on hours worked</i></p>	<p>HOURS OF WORK:</p> <ul style="list-style-type: none"> • Thirty-five (35) hours per week, Monday to Friday including some evenings. • Able to work within a flexible framework to respond to client/program needs.
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SUBMIT COVER LETTER AND RESUME TO:
 Human Resources
hr@cmhastartalking.ca
Please submit in a single document

APPROVED BY:



 Danielle Greenwood
 Manager, Human Resources

July 24, 2024

 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.



JOB TITLE:	Life Skills Worker – Crisis Intervention and Community Response (CICR) Program
REPORTS TO:	Manager, CICR
JOB SUMMARY:	The Life Skills Worker, in accordance with the agency’s policies, standards, and guidelines, is responsible for providing support to the program in areas such as meal preparation, shopping, laundry, household management. They will assist the client/participant with further developing skills related to activities of daily living.
REVISED:	March 2024
REVISED BY:	Manager, CICR; 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

DUTIES, RESPONSIBILITIES, AND RELATED TASKS:

1. Organizational

- Assist in the planning, implementation, and evaluation of the programs and services.
- 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 agency policies, standards, guidelines, and procedures.
- Participate effectively in staff and other designated meetings.
- Work in cooperation with management and other staff members in the provision of efficient and coordinated services.

2. Program and Services

- Encourage and assist clients in activities of daily living.
- Assist clients to maximize abilities, develop skills, and promote community independence.
- Establish supportive therapeutic relationship with clients and advocate for and with clients.
- Assist clients to maintain good personal hygiene.
- Recognize and report changes in client’s mental or physical condition.
- Establish supportive therapeutic relationships with clients and advocate for and with clients.



- Responsible for grocery shopping and meal preparation. Menus will be prepared with the nurse and approved by the Program Manager. Menus are to be a minimum of a four (4) week rotation and are posted weekly in a visible area of the kitchen, then dated and filed. The *Canada Food Guide* is followed and quality fresh food/produce is used whenever possible.
- Ensure all health and safety regulations are followed (e.g. WHMIS, fire safety, etc) with respect to meals, cleaning, and storage of hazardous materials.
- Keep residential group living homes in safe, working order, conducting frequent and regular cleaning and general maintenance of the homes in collaboration with clients (i.e., garbage collection, recycling, overall cleanliness of the homes, etc.)
- Responsible for meal clean-up, including sanitizing kitchen items such as cutting boards.
- Prepare special meals according to calendar/seasonal holidays.
- Responsible for general household laundry and bedding as residents are discharged.
- General housekeeping as per the schedule.
- General upkeep of the vegetable garden.
- Maintain ongoing and consistent communication with CMHA SCB's management team on internal/external concerns, pest control issues, snow removal, landscaping, etc.
- Able to back-up/support crisis intervention workers in house for emergency purposes.
- Assist in program specific activities and participant/client support areas as relevant to Crisis Services and scope of this position.
- Support crisis workers with assessing client abilities to perform activities of daily living.
- Responsible for transporting clients in the community and, on occasion, outside of the geographical area.
- Provide support services to clients, including scheduling, arranging transportation and/or accompanying clients to appointments as necessary.

3. Monitoring and Evaluation

- Evaluate the achievement of goals from the perspective of both the participant/client and case manager, as well as client satisfaction with service and achievements.
- Maintain records as per agency standards and Diversity, Equity and Inclusion (DEI) practices.
- Report in writing: all accidents, injuries, and occurrences.
- Collect data, including: participant/client's demographics, service statistics, and goal achievement, as well as other systems that may be developed.
- Provide reports as required or requested.
- Account for any program-related funds for which responsibility is assigned.

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.
- 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 relevant conferences, workshops, and other in-service events as approved.

7. Other

- Provide staff back-up for any agency programs.
- 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.
- Understand of provincial/local legislation as well as government policies, procedures, and practices pertaining to services provided by the agency.
- Be competent in the provision of services offered by CMHA.
- Empathetic to those suffering 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.
- 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.
- Use appropriate skills and resources to intervene with aggressive and suicidal behaviour so as to maintain safety for all individuals.
- Excellent verbal and written communication skills.

WORKPLACE REQUIREMENTS:

Hours of Work

- Thirty-five (35) hours per week, Monday to Friday including some evenings.
- Able to work within a flexible framework to respond to client/program needs.

Qualifications

- Minimum Grade 12 education required.
- Post-secondary education in a related area of study (i.e., mental health) and a minimum of two years related experience or equivalent combination of education and experience preferred.



- Familiar with psychotropic medications as well as some knowledge of medical medications.
- Knowledge of MS Office (Word, Excel, PowerPoint, Access and Outlook), and Internet.
- Experience in mental health and/or addictions (community-based setting preferred).
- Consumers of mental health services are encouraged to apply.
- Must have access to a vehicle, a valid Ontario driver's license, and adequate automobile insurance.
- 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