



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

POSTING # 24-38 IE REPOST 3	POSTING DATE: Dec 30/2024	CLOSING DATE: Jan 6/2025
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CLASSIFICATION:

Registered Practical Nurse (RPN) – Assertive Community Treatment Team (ACTT) - Road to Recovery (RTR) – Full-Time, Permanent – Collingwood, ON

The Canadian Mental Health Association, Simcoe County Branch seeks a Registered Practical Nurse, who in accordance with the agency’s policies, standards, and guidelines, provides a range of services/support including: client-centered assessment, treatment, recovery, and rehabilitation/support services based on relevant guidelines. This position is embedded in the ACTT and serves both Road to Recovery and some ACTT clients.

REQUIRED QUALIFICATIONS:

- Minimum three (3) years’ experience in psychiatric nursing (community-based preferred).
- A Registered Practical Nurse or Registered Nurse registered as a member in good standing with the College of Nurses of Ontario.
- Must have access to a vehicle, a valid Ontario driver’s license, and adequate automobile insurance.
- Experience working in a mental health and/or addiction community based setting preferred.
- Fluency in French would be considered an asset.
- Legally entitled to work in Canada.

REQUIRED SKILLS AND KNOWLEDGE:

As per job description.

SALARY SCALE:

RPN: \$53,344 - \$58,986* per annum

**pro-rated based on hours worked
 plus shift premium as per policy

HOURS OF WORK:

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

SUBMIT COVER LETTER AND RESUME TO:

Human Resources
hr@cmhastartalking.ca
Please submit in a single document

APPROVED BY:

Daniellé Greenwood
 Manager, Human Resources

December 30, 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:	Registered Practical Nurse (RPN) – Road to Recovery - Assertive Community Treatment (ACT) Team (Critically essential)
REPORTS TO:	Manager, Barrie & South Georgian Bay (SGB) ACT Teams & Road to Recovery (RTR) Program OR Manager, North Simcoe (NS) ACT Team & RTR Program
JOB SUMMARY:	The RPN, in accordance with the agency’s policies, standards, and guidelines, provides a range of services/support including: client-centered assessment, treatment, recovery, and rehabilitation/support services based on relevant guidelines. This position is embedded in the Assertive Community Treatment Team (ACTT) and serves both Road to Recovery and some ACTT clients.
REVISED:	March 2024
REVISED BY:	Managers NS, Barrie & SGB ACT Teams & RTR Program; Director, Service Operations; CFO
<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.
- 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, with a focus on Road to Recovery rent supplement programming and ACTT.

2. Program and Services

- Perform all aspects of nursing care within the professional scope of a RPN in accordance with standards of nursing established by the College of Nurses of Ontario, and as specified within the ACTT model of care when appropriate.
- Perform as a member of a critically essential program with other multidisciplinary clinicians.
- Work in the community as the primary care coordinator for Road to Recovery/ACTT clients as needed.
- Participates in a multi-disciplinary consultative, client-centred recovery orientated specialized mental health treatment/medical service delivery model.
- 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.
- Provide the team, client, family, and others with interventions, consultation/education related to substance misuse issues.
- 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.
- Responsible for delivery, observation, monitoring of compliance, and documentation of medication.
- Review and transcribe Doctor’s orders.
- Responsible for monitoring blood work via Local Labs and CSAN (clozapine)
- Communicate with client pharmacies and perform as a collaborative member with Medisystems pharmacy
- Accountable and timely reporting to appropriate tam clinicals/psychiatrists of any concerns or changes in mental status.
- Daily review of transfer of accountability report, risk management interventions and care planning Develop, implement, and document, OCAN in conjunction with the client.



- Coordinate and monitor the activities of the clients' individualized recovery plans, including but not limited to: psychiatric illness or symptom reduction, housing activities of daily living, daily structured employment and family and social relationships.
- Provide counselling to assist clients in accomplishing their goals and managing their symptoms/day-to-day stressors.
- Creation and facilitation of therapeutic and skill building groups.
- Consult with other service providers to promote continuity of care for the clients.
- Provide on-call crisis intervention to ACTT clients during regular work hours.
- Provide support/education to clients' families and social support networks.
- 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.
- Administer and monitor medications as per doctor's orders. Responsible for packaging/checking medication for safe administration by non-nursing staff.
- Assist clients with their ADL's such as budgeting, shopping, meal planning/preparation, housekeeping, use of transportation, personal grooming, laundry, keeping appointments, etc.
- Provides clients with education and support regarding healthy lifestyles.
- Provide education to community service providers and other stakeholders regarding ACTT, mental health, and nursing-related issues.
- Responsible for transporting clients in the community and, on occasion, outside of the geographical area.
- Responsible for Med reconciliation in consultation with prescribers, pharmacists, and other health care providers.

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 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 performance targets 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

- Maintain professional development through the College of Nurses of Ontario.
- Set annual performance and professional development goals in consultation with Manager.
- Participate in regular meetings with Manager.
- Attend relevant conferences, workshops, and other in-service events as approved.
- Represent the agency mandate, mission, values, and philosophy of the agency in the community, including networks or meetings as requested.
- 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.
- Account for any program-related funds for which responsibility is assigned.

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 the Mental Health Act, Substitute Decision Act and the Health Care Consent Act.
- Able to work with a high acuity.
- 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.
- 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.
- Be trained and able to administer oral, intramuscular and subcutaneous medications.
- Know and practice the standards of professional nursing/patient care practice according to the College of Nurses of Ontario.
- Knowledge of substance misuse, dual disorder, dual diagnosis, concurrent disorders, or legal issues would be an asset.
- 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.
- Program provides service 365 days per year.
- Able to work within a flexible framework to respond to client needs.

Job Type

In-office, some ability to work from home as per program needs (requires manager approval).

Qualifications

- Minimum three (3) years experience in psychiatric nursing (community-based preferred).
- A Registered Practical Nurse or Registered Nurse with membership in good standing with the College of Nurses of Ontario.
- Must have access to a vehicle, a valid Ontario driver's license, and adequate automobile insurance.
- Experience working in a mental health and/or addiction community based setting preferred
- 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