

Communitas– Staff Position Description

SUPPORT STAFF

POSITION: Community Mental Health Worker

REPORTS TO: Transitional Living Program (TLP) Manager

POSITION SUMMARY

This position assists adults living with psychiatric disabilities to integrate fully into the local community; implement the Individual Recovery Plans of the persons served assigned to the worker, as defined by Chilliwack Mental Health; and provide a positive liaison with Chilliwack Mental Health, persons served and community (e.g. landlords, family).

SPECIFIC DUTIES

- Creates and reviews Individual Recovery Plans regularly with persons served, communicates recommendations and/or changes to Mental Health Caseworker
- Assists persons served, with life skills development:
 - Apartment maintenance/cleaning schedule
 - Personal hygiene
 - Budgeting, grocery shopping
 - Nutrition, menu planning
 - Exercise
 - Relationships, coping skills, boundary issue
- Implements Recovery Plans for TLP persons served:
 - Encourages persons served to set goals for themselves; complete a WRAP workshop
 - Facilitates social and leisure opportunities which will reduce isolation, increase self-esteem, and establish social and support networks
 - Facilitates the development of personal support systems for individual served: family, friends, community groups, therapist/case manager
- Develops and maintains positive relationships with external agencies/ministries, e.g. Mental Health Center, Cheamview Clubhouse, Chilliwack Supportive Housing Society, Mental Health After Hours, Employment Aid Workers, landlords and building managers
- Reports any concerns regarding persons served to the Program Manager
- Together with Mental Health Case Manager, educate persons served about their mental illness, coping skills, etc.
- Creates monthly activity plan with weekly activities
- Keeps up-to-date records, provides regular written reports and updates Mental Health Case Manager quarterly
- Connect and track follow-up communication with alumni
- Completes administrative duties as required; completes intake documents and maintains electronic files per Communitas standards
- Creates and implements life skills teaching aides
- In collaboration with the Program Manager, schedules meetings to review the goals of each person served, ensuring they are current and providing opportunities for new goals to be achieved
- Other duties as required, including administrative duties

REQUIREMENTS

- Community Mental Health Worker/Social Services certificate or approved equivalent
- Training and/or experience in the safe use of psychotropic medications is an asset
- Previous experience supporting people with chronic mental illness or concurrent disorder in the community is preferred
- A philosophy of service that is in line with Communitas' Vision, Mission and Values
- Familiar with and able to implement 'Spirit of Gentleness' principles
- Familiar with and able to implement Psychosocial Rehabilitation principles fostering a belief in the recovery process
- Understanding of Recovery-Centered Clinical System (R.C.C.S)
- Excellent time management skills with the ability to manage a caseload for 6-9 persons served
- Ability to be motivational and positive in interactions with persons served with the ability to take initiative with creativity and flexibility
- Shows the ability to take initiative to improve systems and support for persons served
- Previous training or experience with motivational interviewing and assertive outreach is an asset
- Ability to observe, record and evaluate change in human behaviour
- Excellent written and verbal communication and mediation skills, excellent interpersonal skills
- Willingness to participate in ongoing training/in-service training
- Excellent teamwork skills maintaining honest, direct and respectful working relationships; as well as being able to work independently without supervision
- Use of personal vehicle required for individual served appointments, etc.
- Possession of an Emergency First Aid/CPR certificate

- Class 5 Drivers License