

Communitas – Staff Position Description
SUPPORT STAFF

POSITION: Mental Health Worker (Program Facilitator) – Centennial Place

LOCATION: Mission

REPORTS TO: Program Manager

POSITION SUMMARY

The primary focus of this position is to support persons served in their recovery journey. This position involves members in all aspects of the program and assists members to work towards identified goals in areas of personal life, education and work.

SPECIFIC DUTIES

- Facilitate programs and activities which support mental wellness and will generate interest among members
- Motivates and engages members to participate in the programming and daily running of the clubhouse
- Facilitates leadership opportunities for members in the clubhouse
- Assist members to participate in community activities and volunteer work by helping them to maximize their strengths, develop and/or maintain skills, abilities and personal supports
- Assist members with life skills development in personal life, education, leisure, and pre-employment
- Help develop, implement and review Recovery Plans (R.P.s) for members, communicate R.P.s recommendations and/or changes to Clubhouse Manager
- Create social and leisure opportunities which will reduce isolation, increase self-esteem, and establish social and support networks
- Identify members' interests, needs and abilities as related to key components of Psychosocial Rehabilitation
- Plan, implement, facilitate and evaluate educational programs and group activities and support members participation
- Observe, evaluate, identify and report any concerns or changes in member's behavior to Clubhouse Manager
- Maintain current and accurate documentation regarding financial records and statistical information as required
- Transport members to and from activities, observing all legal and safety requirements and advise Clubhouse Manager of any concerns regarding safe operation of the vehicle
- Maintain appropriate levels of supplies, equipment and cleanliness as necessary
- Maintain current knowledge of and comply with all organizational policies and standards as outlined in the policy and procedures manual, health & safety manual, job description and other documentation
- Establish and maintain positive working relationships with staff, volunteers, members and other professionals
- Assist in training or providing direction to volunteers, staff and practicum students
- Collaborate and liaise with other professionals and community service organizations as needed
- Attend work related in-services and staff meetings as required
- Follow verbal and written directives from the Clubhouse Manager or designate
- Other duties as assigned

REQUIREMENTS

- Community Mental Health Worker/Social Services certificate or approved equivalent
- Familiar with and able to implement Psychosocial Rehabilitation principles fostering a belief in the recovery process
- Knowledge/understanding of psychotropic medications is an asset
- Previous experience supporting people with their mental wellness and/or concurrent disorders
- A philosophy of service that is in line with Communitas' Vision, Mission and Values
- Familiar with and able to implement 'Spirit of Gentleness' principles
- Ability to be motivational and positive in interactions with members and take initiative with creativity and flexibility
- Ability to problem solve, demonstrate good judgment, show sensitivity and maintain confidentiality.
- Excellent teamwork skills maintaining honest, direct and respectful working relationships; as well as being able to work independently
- Ability to observe, record and evaluate change in human behaviour
- Excellent written and verbal communication and mediation skills, excellent interpersonal & facilitation skills
- Computer skills as required to complete reporting, etc
- Demonstrated ability to develop program related reference & resource material
- Ability to organize tasks, prioritize and manage time effectively in a busy and fast-paced environment
- Ability to manage emergencies/crisis in a calm and effective manner taking all precautionary measures
- Possession of an Emergency First Aid/CPR certificate and Class 5 drivers license