

	JOB DESCRIPTION		
	Position Title: Program: Service: Accountable to:	ADULT MENTAL HEALTH WORKER Mental Health and Addictions Adult Residential Treatment Centre Adult Residential Treatment Manager	
Issued By: Date Issued:		Date Revised: Classification:	December, 2014

PURPOSE AND SUMMARY

Under the direction of the Counselling and Clinical Support Services Manager, the Adult Mental Health Worker is responsible for providing specialized mental health counselling services. This includes ensuring regular, appropriate documentation on all clinical files; regular conferencing/reviews of relevant cases; evaluating system effectiveness and recommending necessary changes; ensuring the current developmental, treatment, and psycho-social needs of clients are met by participating in the provision of assessment, counselling and referrals. A primary responsibility is to increase early identification of mental health problems and mental disorders. To ensure the provision of treatment plans and counselling services for clients that is consistent with the philosophy, policies, and standards established by Dilico Anishinabek Family Care.

RESPONSIBILITIES:

1. Service Responsibilities

Under the direction of the Counselling and Clinical Support Services Manager and using the professional resources from within the multi-disciplinary clinical team, the Adult Mental Health Worker is responsible for:

- a. Coordinating the provision of services to clients including consultation, assessment, therapy and follow-up for all clients relevant to the service in accordance with the agency's mandate, policies and procedures.
- b. Implementing regular, appropriate documentation and written reports for all clinical files in keeping with the standards and procedures of Dilico Anishinabek Family Care.

- c. Ensuring the development of comprehensive and appropriate treatment recommendations regarding mental health counselling are provided in the initial assessment.
- d. Monitoring and evaluating service delivery and mental health counselling progress of clients.
- e. Linking clients with health and psychiatric services.
- f. Advocate for clients in locating and utilizing community resources including legal, medical and financial assistance, housing, employment, transportation, and assistance with day care and other referral services.
- g. From the point of admission to discharge, providing on-going input and feedback of possible interventions with respect to quality and relevance, for assigned clients.
- h. Ensuring the necessary collaboration, when requested to do so, with Bands and Anishinabek communities occurs in accordance with the Mental Health Act. Ensuring necessary collaboration with community resources and advocacy occurs with or on behalf of assigned clients.
- i. Participating constructively and appropriately in short- and long-term planning for the clients of the mental health program.
- j. Collaborating with Indian Bands and Anishinabek communities and related agencies in the provision of services to Anishinabek clients when requested to do so.
- k. To coordinate and facilitate access to traditional healing and other cultural programming.
- l. Conducting good public relations.
- m. Participating constructively in evaluating the mental health program and recommending necessary changes to the Counselling and Clinical Support Services Manager as may be required.

2. Organizational Responsibilities

As a representative of Dilico, the Employee is responsible for:

- a. reflecting and interpreting the Agency Vision, Mission and Core Values in his/her own work with enthusiasm and commitment;
- b. acting in accordance with relevant legislation and Agency Policies, Standards and Procedures;
- c. proposing changes within Dilico that would improve the quality of service to Anishinabek children, families and communities;
- d. developing and maintaining respectful, cooperative working relationships to contribute to the integrated, seamless delivery of services to Anishinabek children, families and communities;

- e. understanding his/her role and responsibility in maintaining a safe workplace and reducing workplace injuries;
- f. applying Anishinabek culture, values, traditions and teachings into programming where possible;
- g. ensuring accuracy, confidentiality and safekeeping of agency records;
- h. participating constructively in the supervision process with the immediate Manager;

QUALIFICATIONS

The Counselling and Clinical Support Services Mental Health Worker must demonstrate the following qualifications:

1. Education

A minimum HBSW or related degree may be considered if complimented by significant experience and demonstrated skill is required. An MSW is preferred.

2. Work Experience

- a. experience working with Anishinabek adults, families and communities;
- b. a minimum three (3) years adult mental health counselling experience with clients;
- c. candidates without the specific education qualifications and where the position does not require certified qualification to practice, but who possess an appropriate combination of experience and other academic qualifications will also be considered.

3. Skills/Abilities

- a. sound knowledge of the Anishinabek culture and the principle issues affecting the mental health of Anishinabek children, families and communities in the City and the District of Thunder Bay;
- b. sound knowledge of the positive traditional influences that could promote mental health and wellness of Anishinabek children and families in the District of Thunder Bay. The ability to promote and apply Anishinabek Culture, values, traditions and teachings. Developing and maintaining respectful, cooperative working relationships with Anishinabek children,

- families, communities and service workers to promote an integrated, seamless delivery of service;
- c. ability to understand or speak an Anishinabek language would be considered an asset;
 - d. effective skills related to written and oral communication, problem – solving, decision making, and treatment plans\ning;
 - e. ability to follow direction, and work with little or no supervision as may be required;
 - f. ability to work as a team member;
 - g. ability to manage crisis situations with clients;
 - h. ability to coordinate and evaluate on-going mental health counseling both in terms of staff skills and effectiveness of intervention;
 - i. ability to work within the policies, procedures and the philosophy of Dilico Anishinabek Family Care
 - j. ability to work sensitively with persons with special needs;
 - k. knowledge of systems theory as it applies to Anishinabek families, schools, communities and social service organizations;
 - l. knowledge and understanding of DSM IV and the Mental Health Act, knowledge of the culture and issues affecting Anishinabek people in the district of Thunder Bay;
 - m. knowledge of skills for designing learning experiences and carrying out field placement for students from the university system.

CONDITIONS OF EMPLOYMENT

- a. satisfactory CAS Penlieu Search;
- b. satisfactory Criminal Records Search;
- c. ability to work flexible hours as determined by the Counselling and Clinical Support Services Manager in relation to service requirements;
- d. must possess a Class “G” Driver’s License and have access to a personal vehicle;
- e. a valid Standard First Aid/CPR Certificate is recommended.

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.