



**Canadian Mental
Health Association**
Windsor-Essex County

Community wellbeing is our sole focus.

INTERNAL/EXTERNAL POSTING

LIFE SKILLS WORKER, SAFE BEDS (WINDSOR LOCATION - AYLMEER SITE) ONE (1) PERMANENT PART-TIME WEEKEND POSITION

Under the direction of the Manager and in collaboration with the Crisis and Mental Wellness Staff, the Life Skills Worker will provide life skills and residential support to the Safe Beds clients of CMHA- WECB. The incumbent will assist and support clients to develop the necessary skills to improve their quality of life and connect to appropriate resources to avoid homelessness. The Safe Beds Life Skills Worker will plan, organize and conduct life skill activities for the clients in collaboration with Wellness Staff, and provide oversight of residential services after hours.

Position Responsibilities and Duties:

In collaboration with the Wellness Staff, the Life Skills Worker will be responsible for:

1. Life Skills – Admission to Safe Beds
 - Liaise with police, courts, Windsor Regional Hospital Ouellette emergency department and crisis staff to assess and admit appropriate clients for residential support in accordance with Safe Beds guidelines
 - In collaboration with TSC staff, arrange for meals for Safe Beds clients
 - Monitor clients while in residential care to ensure safety.
2. Life Skills – Activities of Daily Living (in collaboration with Wellness Staff)
 - Providing skill-development on an individual or small group basis to support the development of life skills to maintain their home
 - Providing supportive intervention and problem-solving with clients specific to practical issues related to activities of daily living
 - Providing life skills support to individuals in the housing program to support residential tenancy skills.
3. Community Development
 - Keeping abreast of other resources in the community
 - Maintaining professional contact with commonly accessed organizations so that purposeful interaction on behalf of clients can be effectively accomplished.
4. Program Evaluation and Development
 - Identifying gaps, interruptions or disruptions in services
 - Determining efficacy of formal services and information support; and
 - Actively participating in improving the quality of programs and service delivery.
5. Develops Educational Programs relevant to client group
 - Organizing and conducting life skills training groups for clients at varied locations
 - Obtaining and developing resources for delivery.
6. Ensures objectives of program are met
 - Participating in the evaluation of program goals and objectives making recommendations on changes to current program activities for improved service delivery
 - Working toward the best interest of the client as a member of the CMHA team.



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7. Ensures all file management and reporting functions are maintained in a comprehensive and timely manner
 - Ensuring all client contact is recorded appropriately
 - Ensuring that monthly, annual and other required reporting documentation are completed.
8. Participates in community education within scope of the role
 - Supporting staff who deliver educational presentations by providing information about life skills services. May occasionally participate with primary education staff in presentations
 - Participating in special events and activities for agency public education campaigns such as Mental Health Week and Mental Illness Awareness Week.

Education and Skills:

- Requires knowledge and skills acquired through completion of a two year post-secondary diploma in a relevant discipline accepted by the employer such as Recreation Therapy, Occupational Therapist Assistant or Developmental Service Worker.
- Life Skills certification would be considered an asset.
- One (1) year recent and relevant experience, in the judgment of the employer, working with and teaching life skills to vulnerable individuals, particularly those with a mental illness or related diagnosis
- Comprehensive knowledge of mental illnesses, signs and symptoms, as well as planning and organizational skills.
- Strong assessment skills and knowledge of community resources
- A valid Ontario Driver's License with access to a reliable vehicle and proof of current insurance and licensing are required for this position.
- Bilingualism in both official languages at the advanced level would be considered an asset.

Hours of Work:

Fourteen (14) hours per week, Saturdays and Sundays.

Each employee will work two (2) shifts per weekend on either the midnight (12am to 8am) or afternoon shifts (4pm to 12am). The shifts will rotate every four (4) weeks. Flexible hours are required to meet service needs.

Salary range: Grade 6, \$28.20 \$33.36 per hour

Per 2018-2022 Collective Agreement

Shift premiums will be paid in accordance with the Collective Agreement Article 17.09.

Please forward your cover letter and your resume clearly stating how your skills and experience meet the position requirements quoting posting reference **CMHA #21-2020 by 4:30pm on Tuesday, May 12, 2020** to careers@cmha-wecb.on.ca

This position is posted per Article 15 of the Collective Agreement.

CMHA strives to establish and maintain an inclusive workplace and believes that the diversity of our workforce is an invaluable asset. We are committed to following recruitment and selection practices that ensure all candidates are given a fair opportunity for employment with CMHA.