



Job Title: Short Term Case Manager (1 year contract)

Program: Community Access Services (CAS)

Reports to: Team Lead, CAS

Responsibilities

- Participates as a member of a high performance, multi-service team acting as first point of contact to individuals, providing case management services and managing an assigned caseload of mental health clients
- Conducts comprehensive assessments including OCAN, Gains and Falls Assessments, follow up with referral sources and recommend services and links to community resources
- Provide support services to clients, up to two or three months in duration, and determines whether long-term services are required
- Reviews clients' in-take and assessment information and presents to CAS Intake Committee outlining goals that address clients' needs for long-term stability and growth
- Works with clients in one-on-one and/or case management readiness group looking at coping strategies and educating about community resources
- Advocates, assist clients to navigate the Mental Health System and link to services
- Provides support services to clients assisting with scheduled appointments, arranging transportation to appointments, as necessary
- Provides assistance to clients establishing peer and family support networks
- Consults and collaborates with community resources and service providers ensuring clients obtain the most appropriate services and receive continuity in their care
- Documents client contacts, creates daily logs, summaries and other reports in a timely manner, as outlined in the CMHA policies and procedures
- Provides on-call services to clients and acts as back up coverage to staff, as required

Requirements

- Post-secondary education (i.e. mental health, social sciences or human services) and a minimum of three years related experience or equivalent combination of education and experience
- Sound knowledge the Mental Health Act, Health Care Consent Act, social service benefits and related legislation in Ontario
- Ability to develop and maintain a positive therapeutic relationship with clients
- Ability to develop and maintain positive relationships with community partners
- Excellent communication (written and verbal) skills
- Excellent problem solving skills to weigh all factors when assessing clients
- Ability to adapt to changing circumstances
- Ability to organize and present information
- Ability to minimize risks adhering to established policies and procedures
- Knowledge of MS Office (Word, Excel, PowerPoint, Access and Outlook), as well as the internet

Application Procedure

1. Forward cover letter and resume to: recruitment@cmhadurham.org
2. Deadline for applications is **July 11, 2016**