



Job Title: Case Manager/Registered Practical Nurse (1 year contract)

Program: Housing & Case Management Services

Reports to: Team Lead, Housing & Case Management Services

Responsibilities

- Participates as a member of a high performance, multi-service team managing an assigned caseload of mental health clients within a variety of community settings
- Provide service in an integrated shared care model within a care team.
- Reviews clients' in-take and assessment information and prepares individualized and supportive Client Care Plans outlining goals that address clients' needs for long-term stability and growth
- Develops, writes implements, evaluates and revises overall treatment goals and plans in collaboration with clients and Care team members
- Monitors, reviews and updates the Client Care Plan on a scheduled basis revising the plan, as necessary, ensuring flexibility to meet client's needs while updating care team members
- Ensures that clients understand CMHA Durham services and agree to the expectations related to Housing and Case Management services using appropriate agreements
- Works with clients in one-on-one and/or group situations teaching life skills and promoting sharing of responsibilities associated with reaching their goals to move onto independent housing
- Provides case management services in an individualized, supportive and flexible manner
- Documents client contacts, performs assessments and creates reports in a timely manner, as outlined in CMHA Durham policies and procedures
- Supports and assists clients with maintaining their skills to live independently in the community and promotes safe and healthy living standards ensuring that client's basic needs of food, clothing and shelter are met
- Provides support services to clients assisting with scheduled appointments, arranging transportation to appointments and/or accompanying clients to appointments, as necessary
- Provides assistance to clients establishing peer and family support networks
- Establishes supportive therapeutic relationship with clients and advocates for, and with, clients
- Consults and collaborates with community resources and service providers ensuring clients obtain the most appropriate services and receive continuity in their care
- Advocates for and with clients
- Delivers medications to clients and educates on their medication, including side effects, drug/alcohol interactions, and monitors vital signs
- Exchanges and/or transfers nursing knowledge on evidenced based nursing practices with team members in order to assist in the health needs of clients
- Provides information and resources to clients on chronic and terminal illness
- Updates and maintains the Medical Administration Record (MAR) for the Housing & Case Management department and CREATE program including medication audits and liaison with the pharmacy
- Assist with medication training for new Housing & Case Management staff
- Provides on-call services to clients and acts as back up coverage to staff, as required

Requirements

- Registered Practical Nursing Diploma and a minimum of two years related experience or equivalent combination of education and experience
- Member of the Ontario College of Nurses' Association and the Registered Practical Nurses' Association of Ontario
- Sound knowledge of psychotropic medications including usage and potential side effects
- Ability to make accurate nursing assessments and implement best practices
- Sound knowledge of 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 and represent the agency in a professional manner at all times
- Ability to acquire and utilize community resources effectively to meet client needs
- Excellent communication (written and verbal) skills
- Ability to organize and present information
- Flexibility to change
- Ability to work independently when necessary
- Ability to think critically and creatively
- Valid Ontario Driver's license, access to a dependable vehicle in safe working order and appropriate insurance coverage
- Works a variable work schedule, which may include evenings, as required
- 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 **February 10, 2017**

CMHA Durham endorses the principles of workforce diversity. All qualified candidates are encouraged to apply; however only those selected for an interview will be contacted. Accommodations are available upon request.