



Job Title: Community Life Skills Support Worker

Program: Collaborative Residents Enabling Assisted Transitional Engagement (CREATE)

Reports to: Team Lead, CREATE

Responsibilities

- Participates as a member of a high performance, multi-service team providing support to mental health clients in group living and integration into the larger community
- Monitors, reviews and updates the client care plan (OCAN, GAIN, Life Skills Assessments, etc.) on a scheduled basis and revises the plan, as necessary, ensuring flexibility to meet client's needs
- Provides one to one supports, as well as group supports, with regards to individual goal setting related to life management skills, independent living skills, self-confidence, personal health and wellness, vocational, recreation, social, etc.
- Supports and assists clients with ADL tasks in order to maintain and enhance the client's functional abilities
- Provides support services to clients assisting with scheduled appointments, arranging transportation to appointments and/or accompanying clients to appointments, as necessary
- Assists clients to maximize abilities, develop skills and promote community independence
- Establishes supportive therapeutic relationship with clients and advocates for, and with, clients
- Ensures the residential group living homes are in safe, working order; frequent and regular cleaning of the homes in collaboration with clients; general maintenance responsibilities within the homes (i.e. garbage collection, recycling, overall cleanliness of the homes, etc.)
- Ongoing and consistent communication with CMHA Durham's CREATE Management for inside/outside concerns/issues, and communications with regards to pest control issues, snow removal, landscaping, etc.
- Reporting maintenance issues on a weekly basis or as necessary to CREATE Management
- Monitors medications, effectiveness, side effects, as well as delivering medications to clients as per their medication schedule
- Assists clients to maintain good personal hygiene
- Recognizes and reports changes in clients mental or physical condition
- Works with community resources involved in the care of the clients as directed
- Provides assistance to clients establishing peer and family support networks
- Performs routine housekeeping tasks for a safe and comfortable environment
- Receive monthly rent arrears reports from finance department, and works with clients and their income support to resolve rental arrears/defaults
- Facilitates and supports movement into and out of the residential group living homes, and assists clients transition into independent living, or more supportive living arrangements (i.e. Long term care facilities)
- Collaborates with all members of the client care team
- Documents client contacts, creates daily logs, summaries and other reports in a timely manner, as outlined in the CMHA Durham policies and procedures
- Other duties as assigned



Requirements

- Post-secondary education in a related area of study (i.e. personal support worker, mental health) and a minimum of two year related experience or equivalent combination of education and experience
- Sound knowledge of the Mental Health Act, Health Care Consent Act, Personal Health Information and Protection Act, the Forensic Mental Health System, social service benefits, and related legislation in Ontario
- Sound knowledge of psychotropic medications as well as some knowledge of medical medications
- 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 perform tasks that are necessary for the position (i.e. lifting/transferring clients)
- 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
- Ability to work a variable work schedule, including days, afternoons, midnights and weekends
- 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 **May 14, 2018**

CMHA Durham is an equal opportunity employer. All qualified candidates are encouraged to apply; however only those selected for an interview will be contacted. Accommodations are available upon request.