



## Notice of Vacancy

**Posting #: 2019-27**

**Position #: 191-06**

**Position Description:** Case Manager, Housing  
Full Time Contract up to 12 months

**Anticipated Start Date:** February 2020

### **Requirements:**

Working within a multi-disciplinary team framework throughout Oxford County, the Housing Case Manager will provide housing support services to individuals with a serious and persistent Mental Illness, Developmental Disorder, Acquired Brain Injury, and/or Concurrent Disorders.

- Provide support services to a caseload of urgent needs clients
- Establish a working and supportive relationship with clients
- Assess clients' mental, physical and emotional functional abilities and needs and investigates client's present resources
- Liaise with other professionals and with the community for the benefit of clients while adhering to the principle of confidentiality.
- Advocate for client rights as necessary and support self-advocacy.
- Support and assist family members with issues related to the client's mental illness
- Devise a housing support service plan with the client, establishing goals to meet determined needs
- Provides skill teaching, concrete counselling, and support to clients to assist in accessing and maintaining permanent housing and achieving mental health goals
- Monitor symptomology, medication, and activities of daily living to help improve individuals' ability to function on a day to day basis and within the community
- Provide assistance with financial management
- Provide crisis support and crisis prevention planning
- Provide vocational and occupational support
- Work in collaboration with various CHA teams including Housing, Court, Crisis, and Concurrent Teams to provide timely interventions
- Provide discharge planning
- Carry out the policies and procedures of CMHA-Oxford, as set forth in the Policy and Procedure manual
- Maintain current and accurate client clinical documentation records as per agency policy.
- Ongoing professional skill development/continuing education towards the delivery of mental health services.
- Meet with the supervisor for clinical supervision and participate in peer supervision with Team Leaders
- Participate in program and agency meetings
- Ensure that all program/caseload information is handled according to organizational standards of privacy and confidentiality

## **Qualifications:**

### *Formal Education & Training*

- RPN, RN, OT, BSW or MSW
- Current CPR and First Aid certification
- ASIST certificate

### *Experience*

- Demonstrated experience working from a Recovery Focused Practice
- Experience and detailed knowledge of serious mental illnesses usually gained by several years of working with this population
- Experience in working in a community-based setting with an extensive knowledge of social assistance programs and both generic and specialized local social support networks is essential
- Experience in crisis intervention/management and crisis resolution
- Experience working with individuals with an ABI or Development Disability
- Experience in the treatment of Addictions

### *Skills/Abilities*

- Crisis Management/Intervention Skills
- Knowledge of Psycho-social Rehabilitation
- Extensive knowledge of Services in Oxford County
- Ability to develop short and long term treatment plans in conjunction with the individual
- Planning and organizational abilities
- Ability to Advocate and coordinate service access with multiple community partners
- knowledge of pharmaceuticals used in the treatment of mental illness
- Extensive knowledge of the support/treatment services network in Oxford County and of regional services commonly accessed by the Program
- Knowledge of legal system
- Excellent communication skills
- Proven ability to work collaboratively
- Strong active listening and verbal communication skills
- Ability to build relationships
- Computers skills

### *Other*

- Satisfactory Criminal Records Check and Vulnerable Sectors Screening
- Valid driver's license
- Access to a reliable vehicle
- Vehicle insurance in compliance with CMHA Oxford Policy

**Hours of Work:** 35 hours per week, flexible time schedule, evening availability

**Rate of Pay:** \$30.06, 9% in lieu of benefits

Mercedes Pitters

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*Accommodations available upon request*