



POSITION DESCRIPTION

POSITION TITLE:	COMMUNITY MENTAL HEALTH WORKER - SHARED CARE-ADULT
DEPARTMENT:	MENTAL HEALTH
CLASSIFICATION:	COMMUNITY MENTAL HEALTH WORKER
UNION:	MGEU – TECHNICAL PROFESSIONAL

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	CLINICAL TEAM MANAGER – MENTAL HEALTH
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

Working within an integrated team approach, the Community Mental Health Worker (CMHW) – Shared Care-Adult will contribute to the overall improved health status of adult patients/individuals within a Primary Health Care Setting through the provision of short term and brief treatment using mental health clinical counselling intervention and approaches. Services are provided within a framework of mental health clinical practice, including consultation, assessment, and therapeutic interventions. The CMHW–Shared Care-Adult will work collaboratively with primary health care provider(s), families, and services/agencies involved with the individual. The CMHW-Shared Care–Adult is expected to support and promote recovery-oriented practice. The CMHW–Shared Care-Adult will be required to function as a mental health practitioner and a collaborative team member within the Primary Health Care Team setting. The position of CMHW–Shared Care-Adult functions in a manner consistent with, and supports the Mission, Vision, and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

Clinical Practice

- Accept, prioritize, and co-ordinate referrals from the Primary Care Provider(s) in the assigned Primary Care setting.

- Provides services to individuals that ensure assessment and timely service response.
- Complete a strengths-based, recovery-oriented mental health assessment in a collaborative manner.
- In collaboration with the patient/individual, provide individual and/or group counselling services from a brief treatment approach.
- Facilitate ongoing communication/feedback regarding person-centered plans and progress with the individual, family, primary health care provider, and other individuals/agencies/services involved.
- Generate referrals; provide linkages and bridging of services that would better meet the individual's longer term mental health needs.
- Maintain clinical documentation as per program/regional standards, via the electronic medical record.
- Complete non-clinical documentation, paperwork, and processes as per program/regional standards.
- Exhibit competency in recovery practices.
- Assist individuals in person centered planning and the steps they need to take in order to achieve goals and self-directed recovery.
- Serve as a recovery agent by providing and advocating for effective recovery based care.
- Liaise and consult with external resources as required, in keeping with the requirements of the *Personal Health Information Act* and the *Mental Health Act*.
- Follow standard protocols for urgent care and emergency treatment.
- Provides crisis intervention where necessary and/or refers to crisis services.
- Develops collaborative relationships with other Shared Care counsellors, psychiatrist, the community mental health and crisis services, and primary care providers.
- Assist in the development of services and programs to meet the emerging needs of individuals, families, and the community.
- Attend staff meetings and professional development as required.

Clinical Consultation

- Demonstrate clinical competence in a variety of therapeutic treatment modalities.
- Develop innovative approaches for complex practice issues.
- Provide consultation to primary health care providers and their patients/individuals regarding mental health issues including crisis intervention, information, referrals, and long term care needs.
- Actively participate in clinical consultation.

Program Planning, Analysis, and Education

- Participate in strategic and program planning.
- Provide data and prepare reports as requested.
- Participate in regular staff and program evaluation and policy decisions.

Education, Teaching, Learning, and Research

- Collaborate, co-ordinate, and/or participate in the development and presentation of mental health capacity building strategies within the Primary Health Care setting.
- Promote a climate of clinical inquiry. Actively engage in clinical supervision.
- Critically review current literature and research articles, and communicate and apply clinically significant findings.

- Provides preceptorship opportunities within the program to students and colleagues, when appropriate.
- Advocate for and educate others on the Shared Care philosophy and program mandate.
- Understand the core elements of a recovery orientation that can be practiced in any mental health setting and how this orientation can be applied with diverse populations.
- Commit to learning from people with lived experiences of mental health problems and illnesses about how the service can best support their recovery efforts.
- Continuously develop knowledge in recovery-oriented learning and practice.
- Acknowledge the importance of being inclusive and of seeking to maximize opportunities for people to exercise self-direction and take responsibility of their own recovery.
- Aware of relevant legislation, such as, but not limited to, *The Personal Health Information Act*, *The Mental Health Act*, and *The Child and Family Services Act*.

OTHER

- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS:

- Demonstrated ability to perform as evidenced by satisfactory performance evaluations.
- Demonstrated ability to take the initiative/motivation for self-development and keeping abreast of current evidenced based practices.
- Maintains licensure and competencies.
- Active in team development.
- Works autonomously and seeks supervisory assistance in a timely and appropriate manner for any areas of identified concerns.
- Demonstrated practice in accordance with recovery based principles.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- B.Sc. M.H, B. Sc. P.N., RPN, BN, RN, BSW, or MOT.
- Licensed with applicable professional designation.
- ASIST Certificate (Applied Suicide Intervention Skills Training) required.

REQUIRED KNOWLEDGE:

- Knowledge in clinical assessment, treatment models and interventions.
- Knowledge of mental health problems and illnesses, including signs, symptoms, treatment, and prognosis of mental illness and emotional distress.
- Knowledge of primary care principles.
- Knowledge of co-occurring disorders i.e. addictions and mental health.

- Knowledge and range of intervention modalities, including brief solution focused therapy, cognitive behavioral therapy, dialectic behavioral therapy and motivational interviewing.
- Knowledge of and ability to work within the mental health recovery model.
- Knowledge of community resources and procedures related to accessing the available services.
- Knowledge of psychopharmacology.
- Knowledge of the *Personal Health Information Act*, the *Mental Health Act*, the *Child and Family Services Act*, and other relevant legislation.

EXPERIENCE REQUIRED:

- Minimum of two (2) years' experience in relevant mental health area required.
- Two (2) years direct experience in the area of mental health crisis management preferred.

SKILLS/COMPETENCIES:

- Excellent verbal and written communication skills.
- A positive attitude toward learning, growth, and health.
- Demonstrated ability to problem-solve complex situations and manage sensitive issues.
- Ability to relate and interact with individuals of diverse cultural and economic backgrounds.
- Proficiency in Microsoft Office applications (Word, Excel, and PowerPoint).
- Ability to use electronic medical record.
- Flexible scheduling is required to balance individuals' needs and enhance service delivery to improve access.
- Good physical and mental health to meet the demands of the position required.
- Valid driver's license and vehicle are required.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- Will be required to travel throughout the region as duties may require.
- No hazardous or significantly unpleasant conditions.

WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for individuals and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as

described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.

- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: December 2014
Date

Revised: February 2017
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Vice President, Human Resources Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.