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|  | JOB DESCRIPTION | | |
| | Position Title: Program: Service: Accountable to: | COMMUNITY MENTAL HEALTH AND ADDICTIONS WORKER- Biigtigong Mental Health and Addictions District Mental Health and Addictions District Mental Health and Addictions Service Manager | |
| Issued By: Date Issued: | | Date Revised: Classification: | January 10, 2013 |

PURPOSE AND SUMMARY

Under the direction of the District Mental Health and Addictions Service Manager, the Community Mental Health and Addictions Worker will provide clinical assessments, planning, treatment and counselling to children and their families, and consultations regarding community behavioural assessments and intervention. The primary responsibility is the provision of mental health and addictions counselling services with a wholistic approach for children and their families that is consistent with the vision, mission and core values established by Dilico Anishinabek Family Care. The Community Mental Health and Addictions Worker is responsible for the coordination of integrated services delivery from the point of referral to discharge for all assigned children, youth and their families receiving agency service.

DUTIES AND RESPONSIBILITIES

1. Service Responsibilities

Under the direction of the District Mental Health and Addictions Service Manager, the Community Mental Health and Addictions Worker is responsible for:

- a. coordinating and providing counselling, consultation, clinical assessments, therapy and follow-up for all clients in accordance with the agency's mandate, policies and procedures in a wholistic approach for the entire family and/or caregivers;
- b. coordinating, providing counselling/case management to clients that are experiencing mental health issues; coordinating care with consulting psychiatry and local general practitioners;

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- c. administering Ministry required as well as agency required mental health and addiction assessments, providing pre-treatment services to clients requiring residential treatment providing counselling and healing to clients;
- d. Completing certification in standardized assessment tools;
- e. providing written reports, assessments and appropriate documentation in client files in keeping with the standards and procedures of Dilico Anishinabek Family Care;
- f. making recommendations to the child and family regarding alternative services and other community services and assisting them in linking with these resources;
- g. to coordinate and facilitate access to traditional healing and other cultural programming
- h. attending and actively participating in team meetings and treatment conferences in order to facilitate integrated service delivery through consistently sharing information with the team regarding care management;
- i. participating constructively in evaluating Dilico Anishinabek Family Care Services and system effectiveness and recommending necessary changes to the District Mental Health Service Manager as may be required;
- j. completing all necessary performance statistics reports;
- k. participating in client-related interagency meetings and case conferencing;
- l. ensuring the necessary collaboration and case conferencing with Bands and Council, Anishinabek communities, Elders, school and related agencies in the provision of services to clients in accordance with the Mental Health Act; ensuring necessary collaboration with community resources and advocacy occurs with or on behalf of clients
- m. promoting healthy lifestyles within the First Nation communities by information sharing, liaison activities, agency promotion and other services regarding mental health and addictions
- n. providing education and training to agency and community, community members, Councils and committees regarding behavioral assessment, planning and intervention with respect to individuals, families and groups;
- o. reporting immediately to the District Mental Health Service Manager incidents or suspicions of physical and sexual abuse and ensure completion of all necessary documentation;
- p. responding appropriately and in a timely manner to crisis situations involving clients, including assessing and addressing high risk behavior (self-harm, suicide;)

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- q. providing coverage in other district locations as directed;
- r. completing and maintaining certification in the Child and Adolescent Functional Assessment Scale (CAFAS) and Brief Child and Family Phone Interview (BCFPI) and other relevant Ministry of Children and Youth Services initiatives.

2. Organizational Responsibilities

As a representative of Dilico, the Employee is responsible for:

- a. reflecting and interpreting the Agency Vision, Mission and Core Values in his/her own work with enthusiasm and commitment;
- b. acting in accordance with relevant legislation and Agency Policies, Standards and Procedures;
- c. proposing changes within Dilico that would improve the quality of service to Anishinabek children, families and communities;
- d. developing and maintaining respectful, cooperative working relationships to contribute to the integrated, seamless delivery of services to Anishinabek children, families and communities;
- e. understanding his/her role and responsibility in maintaining a safe workplace and reducing workplace injuries;
- f. applying Anishinabek culture, values, traditions and teachings into programming where possible;
- g. ensuring accuracy, confidentiality and safekeeping of agency records;
- h. participating constructively in the supervision process with the immediate Manager.

QUALIFICATIONS

1. Education

A minimum two-year Social Work Diploma or Diploma in a related field and/or five years' experience working in a Social Service field in a First Nation Community.

2. Work Experience

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Two or more years experience in the provision of counselling services to Anishinabek children, youth or their families with a combination of training and work experience with the Anishinabek people, communities, culture, traditions and teachings. Candidates without the specific education qualifications and where the position does not require certified qualification to practice, but who possess an appropriate combination of experience and other academic qualifications will also be considered.

3. Skills/Abilities

- a. sound knowledge of the Anishinabek culture and the principle issues affecting the mental health of Anishinabek children, families and communities in the City and the District of Thunder Bay;
- b. sound knowledge of the positive traditional influences that could promote mental health and wellness of Anishinabek children and families in the District of Thunder Bay. The ability to promote and apply Anishinabek Culture, values, traditions and teachings in the work of the Native Child and Family Team where appropriate;
- c. developing and maintaining respectful, cooperative working relationships with Anishinabek children, families, communities and service workers to promote an integrated, seamless delivery of service;
- d. ability to understand or speak Ojibway or Oji-Cree would be considered an asset;
- e. ability to collaborate effectively within a multi-disciplinary team;
- f. good planning, organization, problem-solving, decision-making and liaison skills;
- g. knowledge of systems theory as it applies to the Anishinabek family, school, community and social service organizations;
- h. ability to liaise productively with social service agencies and community staff members;
- i. ability to conduct counsellor/client interviews, assessments, planning and treatment, referrals, group facilitation and group therapy;
- j. must be able to follow direction and work with little or no supervision as may be required;
- k. good written and verbal communication skills;
- l. ability to maintain confidentiality;
- m. ability to work within the policies, standards, procedures and the vision, mission and core values of Dilico Anishinabek Family Care;
- n. good knowledge of the Anishinabek culture and issues affecting Anishinabek children, families and communities in and around the district of Thunder Bay.

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CONDITIONS OF EMPLOYMENT

- a. satisfactory Criminal Records Search;
- b. a valid Standard First Aid/CPR Certificate is required;
- c. ability to work flexible hours as determined by the Service Manager in relation to service requirements;
- d. must possess a Class “G” Driver’s Licence and must have access to a personal vehicle;
- e. medical and up-to-date immunization recommended but not mandatory.

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.