

**WINNIPEG REGIONAL HEALTH AUTHORITY
JOB DESCRIPTION**

DATE: April 19, 2017

POSITION TITLE: Housing Project Coordinator **JOB CODE:** 30002177
(Previously CHSS) -

UNION: MAHCP

DEPARTMENT: Adult Community Mental
Health Program

SUPERVISOR'S TITLE: Manager Housing, Access, Transition and Support Services

SUPERVISORY RESPONSIBILITIES: Provides day to day direction to Housing Support Workers

EDUCATION:

- BSW, OT, PT, BSc PN, RPN, BN, RN, SLP, RD, or related health/human service degree required.

EXPERIENCE:

- Minimum of four years directly related community experience.
- Excellent organizational, communication and interpersonal skills,
- Effective networking and agency relation skills.
- Advanced expertise in a variety of community-based housing models.
- Expertise in the area of community development and project management.
- Expertise in area of mental health with comprehensive knowledge and understanding of recovery and psychosocial rehabilitation.
- Expertise in clinical assessment, crisis intervention, service coordination, and consultation.
- Competency in use of computer and current WRHA software.

SPECIAL TRAINING:

- Knowledge of and experience in project development and management.
- Experience in development and articulation processes.
- Knowledge of evaluative process.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Requires a valid driver's license and a vehicle

- May require evening and weekend work

LICENSES, REGISTRATIONS:

- Current license and / or registration in field of expertise
- If successful applicant is a Registered Dietitian, must be a graduate of a recognized dietetic internship program accredited by Dietitians of Canada.

POSITION OVERVIEW:

Overview of Community Mental Health Program:

“Our Vision is Healthy People, Vibrant Communities, Equitable Care for All”. To bring this vision to reality the WRHA Adult Mental Health Program provides an integrated and comprehensive range of mental health services and supports primarily for adult residents of Winnipeg across the healthcare continuum that support and promote recovery. The Program endeavours to ensure access to the right combination of services, treatments and supports across the lifespan, providing seamless transitions from intensive to less intensive services. Through collaboration and partnership across various health, social service and community sectors the program strives to promote mental health and well-being for all, to reduce inequities and the impact of mental health problems and to work towards sustainability of mentally healthy individuals and communities.

KEY FUNCTIONS:

A. Collaborate with identified Community partners and stakeholders.

- Link with identified landlords to maximize rental opportunities for individuals, to ensure integrated, collaborative supports and services and promote positive housing experiences.
- Link with Community and Property Development groups as appropriate, to support the development of socially and physically integrated housing and/or housing and support models.
- Participate in developing informational tools and presentations for community partners.

B. Participate in development and implementation of new housing options for mental health individuals ensuring utilization of Best Practice Models.

- As designated, assist in planning and implementation processes related to new housing options/projects.
- Develop awareness of current Best Practice mental health housing options, for incorporation into development of new housing models.

- Directs and monitor designated Housing Support Workers within planning and implementation processes of new projects.
- Utilize the following concepts as a foundation for development of new options:
 - Community Development
 - Community Capacity Building
 - Project Management
 - Recovery and Psychosocial Rehabilitation
- Clearly articulate developed processes for verbal and written communication within the CMH Program, the WRHA and community.
- Participate in development of evaluative processes to determine effectiveness of new models.

C. When assigned and as appropriate, assume roles and functions of Housing Coordinator.(as per Housing Coordinator Job Description)

- Coordination and facilitation of Housing Referral Process
- Residential Care Services
- Consultation regarding Individuals with special circumstances

D. Direction and Support to Housing Support Workers

Direct and support Housing Support Workers to:

- Participate in development and implementation of new housing and support options/models.
- Facilitate problem solving and decision making in the context of “housing search & procurement process.
- Provide a support and monitoring function within Residential Care Services.

E. Other

- Documents linkage to services and participates in evaluation of the intake system and assists with implementation of recommendations
- Follow protocols and practice standards regarding all legal requirements such as PHIA and FIPPA and other WRHA policy.
- Participates in administrative and other duties as assigned
- Participates in staff training and development