



## WINNIPEG REGIONAL HEALTH AUTHORITY POSITION DESCRIPTION (Non-Management)

**DATE:** April 19 2017

Revised May 29 2017

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**POSITION TITLE:** Team Leader - CODI Outreach  
(previously Health Social Development Specialist)

**JOB CODE:** 30002226

**DEPARTMENT:** Community Mental Health Crisis Services  
**MGEU 220**

**UNION:**

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**SUPERVISOR'S TITLE:** Director, Community Mental Health Services

**SUPERVISORY RESPONSIBILITIES:** CODI Outreach Case Managers

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**EDUCATION:**

- BSW, BSc.MH, BSc.PN, BN, BMR (OT), or related health/human service degree , clinical masters preferred

**EXPERIENCE:**

- 5 years directly related mental health experience
- Experience in clinical practice consultation, performance management of multidisciplinary staff, and team building

**OTHER:**

- Expertise in the area of community mental health required
- Excellent organizational, communication and interpersonal skills required
- Effective networking and agency relations skills
- Comprehensive knowledge and understanding of co-occurring mental health and substance use disorders, psychosocial rehabilitation, recovery, and empowerment
- Subject to criminal records check

**LICENCES, REGISTRATIONS:**

- Licensure/Registration as per professional designation required
  - Valid driver's license and access to/use of a vehicle
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## **Overview of Community Mental Health Program:**

"The Shared Health Mental Health and Addictions program provides a range of mental health and addiction services across the healthcare continuum that support and promote recovery. 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 and addiction problems and to work towards sustainability of mentally healthy individuals and communities."

### **MAIN FUNCTION:**

The primary responsibility is to provide leadership in the program development, implementation and day-to-day operations of the Co-Occurring Disorders Outreach Team. This multidisciplinary team provides integrated assessment, treatment, rehabilitation, and support services to people with co-occurring severe and persistent mental illness and substance use disorders. The Team Leader supervises and provides performance management, in conjunction with psychiatric support; incorporates the principles of recovery and empowerment to ensure helpful and respectful services to program participants; and functions as a practicing clinician on the team (partial caseload).

### **POSITION DUTIES AND RESPONSIBILITIES:**

#### **Administrative and day-to-day management**

- Manages the day to day operations of the CODI Outreach Team
- All human resource duties including hiring, orientation and performance management
- Provides clinical supervision and direction to CODI Outreach team
- Assess, prioritizes and delegates workload based on the service needs within the allocated program budget.
- Coordinates the team's clinical practice activities including case management, clinical treatment, and consultations
- Implements staff development activities and practicum teaching experiences
- Participates in program development activities including developing and implementing policies and procedures, data collection, monitoring and reporting of data
- Provides interpretation, consultation and guides external service providers in relation to the program
- Direct client service and consultations

### **Clinical Therapeutic Interventions**

- Assesses needs and provides interventions on the basis of a client-centered rehabilitation plan.
  - Selects clients consistent with the mandate to provide service to those with serious and persistent mental illness and substance use disorders.
  - Assesses functioning and resource needs in relationship to primary goals
  - Implements a plan for prioritized skill and resource development.
  - Monitors progress in the community in relation to stated client goals and objectives
  - Measures outcomes and use evidence gathered to modify and enhance services and the program
  - Provides consultation services to other clinicians and physicians to assist them to assess and develop treatment plans for clients with co-occurring mental health and substance use disorders
- Responds to crisis and maintain established treatment goals.
  - Assesses crisis situations and ensure immediate attention to resolve situations satisfactorily
  - Monitors mental health status and substance use status
  - Records changes in signs and symptoms and usage
  - Reports change in status to associated treatment personnel
  - Carries out provisions of the Mental Health Act pertaining to involuntary examination/admission to a psychiatric facility

### **Clinical Consultation and Collaboration**

- Participates in ongoing service development, including teaching other clinicians, students, and residents who will be rotating through the program on work placements.
  - Provides consultation services to other clinicians and physicians to assist them to assess and develop treatment plans for clients with co-occurring mental health and substance use disorders
  - Contributes to the development and maintenance of effective, collaborative team work by giving and receiving both consultations and back-up support; providing and receiving constructive feedback from colleagues; supporting and validating other team members; participating in a peer supervision model; and sharing skills/abilities with other team members.

### **Cross Service/Sector Linkage and Liaison**

- Collaborates with other systems, organizations and individuals from hospital and the community in order to optimize provision of services to people with co-occurring disorders.
  - Provides expert consultations to other service providers
  - Pursues case management activities independently and in concert with other professionals, agencies and groups

- Monitors the quality of care and/or supervision clients receive from resources
- Identifies problems and possible solutions for resource use
- Collaborates for service improvements

#### **Program Development/Practice Standards**

- Participates in continuous evaluation and improvement of the program through program planning and program evaluation processes and regular team meetings.
  - Ensures that interventions are based on best practice guidelines
  - Participates in the development of practice standards and guidelines for the program
  - Participates in the development of policies, procedures and tools
  - Participates in quality improvement and program evaluation and research processes

#### **Professional and Staff Development**

- Assumes responsibility for professional and personal development required to meet the challenges of changing client needs
  - Keeps abreast of current knowledge and trends in therapeutic interventions
  - Attends appropriate learning opportunities and participates in professional continuing education programs
  - Maintains and promotes a learning environment
  - Participates in formal and informal self-evaluation

#### **Information Management/Record Keeping**

- Maintains relevant and accurate records as defined by program standards.
  - Completion of all necessary documentation
  - Participates in the development and collection of indicators and outcome measures