

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

DATE: January 10, 2017
Revised April 19, 2017
Revised June 6, 2017

POSITION TITLE: Team Leader - PACT
(Previously Health Social Development Specialist)

JOB CODE: 30002227
UNION: MGEU 220

DEPARTMENT: Mental Health

SUPERVISOR'S TITLE: Manager of Specialized Mental Health Services

SUPERVISORY RESPONSIBILITIES: PACT Service Coordinators and PACT Support Workers, students

EDUCATION:

- BSW, BScMH, BScPN, BN, OT, RPN, RN, or related health/human service degree.

SPECIAL TRAINING:

- ASIST
- Suicide Intervention Training
- Aboriginal Cultural Awareness Workshop

EXPERIENCE:

- Minimum of (5) years directly related clinical experience with working with individuals with severe and persistent mental illness and principles of psychosocial rehabilitation and recovery.
- Minimum of 3 years of experience in supervising and managing in a unionized and interdisciplinary team environment.
- Clinical knowledge in the area of Co-Occurring Mental Health and Substance Use Disorders and the related implications for clinical practice.

OTHER:

- Demonstrated leadership, coaching and mentoring abilities.
- Expertise in the area of community mental health expertise and experience in clinical practice consultation, performance management of multidisciplinary staff, and team building.
- Excellent organizational, communication and interpersonal skills.
- Effective networking and agency relations skills.

- Comprehensive knowledge and understanding of PACT, psychosocial rehabilitation, recovery, and empowerment.
- Comprehensive knowledge and understanding of Evidence Based Practices, including current knowledge of best practices in the area of Assertive Community Treatment.

LICENSES, REGISTRATIONS:

Must be registered and a member in good standing with the relevant regulatory body.

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.

MAIN FUNCTION:

Under the general supervision of the Manager Specialized Mental Health Services the team leader is responsible for overseeing the day to day operations of the Assertive Community Treatment Team. A self-contained clinical team which:

- Assumes responsibility for directly providing needed treatment, rehabilitation, and support services to individuals with a severe and persistent mental illness;
- Supervises and evaluates the multidisciplinary team in conjunction with appropriate 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.
- Functions as a practicing clinician on the team.

POSITION DUTIES AND RESPONSIBILITIES:

Supervision:

- Provides clinical supervision and direction to the PACT team on a regular basis through daily meetings, recovery planning meetings, clinical supervision and performance conversations.
- Provides staff with regular clinical supervision meetings to review and discuss areas for growth.
- Conducts an annual performance conversation with each staff member.
- Collaborates with the PACT psychiatrist in regards to performance issues of staff.

- Provides for mentorship to new staff and students.
- Implements staff development activities with help from the team including orientation of new staff, in-service training, individual supervision and performance conversations.
- Responsible for staff recruitment and retention.
- Conducts program audits as required.

CLINICAL:

- Spends at least 50% of time as a team member providing direct clinical services.
- Directs day to day clinical operations of the PACT team:
 - schedules staff work hours to ensure coverage
 - leads daily organizational staff meetings and recovery planning meetings
 - continuously evaluates the status of participants within the program and do appropriate planning and coordination of treatment activities to ensure immediately alter to their changing needs.
- Directs and coordinates participant admission process and treatment, rehabilitation and support services:
 - Conducts an initial meeting with individual to determine if they are appropriate for PACT services;
 - Participates in the initial assessment of the individual with the PACT psychiatrist
 - Assigns the most appropriate staff to the individual treatment team.
 - Provides supervision of the development of the comprehensive assessment and recovery plan of each participant.
- Performs on-call duty for crisis intervention and for staff supervision and consultation.
- Develops and maintains relationships with other community agencies and hospitals both formal and informal.
- Participates in monthly team leader meetings.
- Shift manager function on daily basis.
 - a) Completes shift management sheet
 - b) Monitors daily assignments
 - c) Responds to arising needs of participants
 - d) Supports staff in their tasks as appropriate
- Performs on-call duty for crisis intervention and for staff supervision and consultation.

ADMINISTRATIVE:

- Responsible for the maintenance of program policies and procedures.
- Responsible for systemic problem solving and advocacy.
- Participate in strategic and program processes as required.
- Responsible for ensuring that all Regional and Community Mental Health Guidelines are implemented by the team.

PROGRAM DEVELOPMENT AND PRACTICE STANDARDS

- Strives to improve service provision through continuous program evaluation and regular team meetings.

- Ensures interventions are based on best practice guidelines.
- Ensures that recovery orientated practice principles are applies to all levels of service provision.
- Attends various committees as requested.

RESEARCH:

- Responsible for the collection and monitoring of outcomes, utilization and other quality assurance data pertinent to the program.
- Ensure that the team uses the data to improve services.

OTHER:

- Adheres to all safety and health regulations and safe work practices
- May be required to perform other duties and functions related to this job description not exceeding above stated skills and capabilities.