

**POSITION DESCRIPTION
(Non-Management)**

DATE: October 14, 2016

POSITION TITLE: Service Coordinator – EPPIS -1885

JOB CODE: 30002151

UNION: MAHCP

DEPARTMENT: MENTAL HEALTH

SUPERVISOR'S TITLE: PROGRAM MANAGER

SUPERVISORY RESPONSIBILITIES: () **None**
Number Titles of those supervised

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 endeavors 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: (In Order of Importance):

Reporting to the Manager, the Mental Health Clinician is responsible for the delivery of direct client care, the planning, implementation, and evaluation of clinical services to the client and families; assertive case management, including the screening, assessment, treatment and working through client recovery from a first episode of psychosis, liaison and the establishment of professional working relationships with the client/family, multidisciplinary team and community; and community resource identification and utilization. The functions are undertaken consistent with the Community Mental Health Program’s established philosophy, objectives, policies and

procedures and standards of Professional Practice and Code of Ethics outlined by the incumbent's professional licensing body.

EDUCATION:

- BSW, OT, PT, BSc PN, RPN, BN, RN, SLP, RD, or related health/human service degree required.
- Equivalent combinations of education and experience may be considered dependent upon the organization's obligation to meet changing service needs.

SPECIAL TRAINING:

EXPERIENCE:

- A minimum of four (4) years of experience working with adolescents, adults and families.
- Experience with clinical assessment and treatment with first episode psychosis
- Experience with group therapy theory and practice

OTHER:

- Comprehensive knowledge and understanding the bio/psycho/social model of mental illness and recovery
- Excellent organizational, communication and interpersonal skills
- Comprehensive knowledge and advanced level expertise in clinical assessment, multi-modal intervention, service coordination and consultation
- Able to use problem resolution skills to handle sensitive and complex issues
- Subject to criminal records check, adult abuse registry check

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- May require evening and weekend work

LICENCES, REGISTRATIONS:

- Responsible for maintaining and providing proof of active registration with the appropriate registering body.
- Requires a valid driver's license and a vehicle.
- If successful applicant is a Registered Dietitian, must be a graduate of a recognized dietetic internship program accredited by Dietitians of Canada.

ILLUSTRATIVE EXAMPLES OF ACTIVITIES OF POSITION:

DUTIES AND RESPONSIBILITIES

ASSESSMENT (SCREENING AND INTAKE)

- Participation into the intake process
- Identifies priorities, gathers and integrates appropriate collateral information

- Conducts screening assessment with client and family. Uses screening inventories to gather information regarding client's experience.
- Consults with team regarding service plan.
- Clients not meeting criteria are provided with information and/or a referral to other appropriate resources

INTERVENTION AND TREATMENT

- Assessment interview with families in attendance.
- Information gathering of family, school, employment history, presenting problem, identification of goals
- Provide support, education, and/ or relevant treatment to client/family throughout process ensuring family are partners in care
- Ensure informed consent to treatment and arrange for necessary medical investigations
- Ensures informed consent is obtained
- Develops consultative partnerships with primary care to ensure medical needs are addressed.
- Develop a treatment plan with client/family relevant to presenting issues

TREATMENT PLAN IMPLEMENTATION AND EVALUATION

- Develop therapeutic relationship with client/family
- Provide comprehensive care including the involvement in monitoring of psychopathology and medical management
- Develop a treatment plan which aims to normalize client's environment as soon as possible in areas of educational or vocational reintegration and other areas as required
- Empower clients to make informed decisions through opportunities for learning and open discussion about psychosis in individual and group sessions.
- Develop a treatment partnership with client's family
- Provide ongoing evaluation of services maintaining flexibility in work style

PARTICIPATION IN MULTIDISCIPLINARY TEAM

- Participates with other team members in problem solving clinical issues
- Provides information to team in area of expertise, experience and knowledge as well as impact on clinical issues
- Participates in staff meetings/planning days

EDUCATION/TRAINING/ADMINISTRATIVE DUTIES

- Maintains clinical competency through participation in professional development opportunities
- Attends required staff training as available or assigned

- Provides clinical supervision of students as part of practicum placement upon request
- Collects and records pertinent statistical data of a personal nature i.e. time sheets
- 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.