



WINNIPEG REGIONAL HEALTH AUTHORITY POSITION DESCRIPTION (Non-Management)

DATE: May 29, 2017

**POSITION TITLE: Team Leader – Housing, Access, Transition & Support Services (HATSS)(previously HSDS–Team Leader – Centralized Serv) JOB CODE : 30002228
UNION: MAHCP**

DEPARTMENT: COMMUNITY MENTAL HEALTH

SUPERVISOR'S TITLE: Manager- HATSS

SUPERVISORY RESPONSIBILITIES Case Managers, Support Workers, Proctors

EDUCATION:

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

EXPERIENCE:

- 5 years directly related mental health experience
- Experience collaborating with other systems
- Experience in clinical practice consultation, performance management (monitoring) of multidisciplinary staff, and team building

OTHER:

- Expertise in the area of community mental health required.
- Comprehensive knowledge and understanding of co-occurring mental health and substance use disorders, psychosocial rehabilitation, clinical risk management, recovery, empowerment, assertive engagement and a range of therapeutic modalities, required ,
- Excellent organizational, collaboration, communication and interpersonal skills required
- Expertise and experience in clinical practice consultations, performance management of a multidisciplinary team and team building.
- Familiar with relevant legislative mandates and their impact on client service, e.g. the, Mental Health Act, Vulnerable Persons, etc,
- Excellent organizational, communication, interpersonal, analytic and evaluation skills.
- 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.

LICENCES, REGISTRATIONS:

- Responsible for maintaining and providing proof of active registration with the appropriate registering body.
- Valid driver's license and access of a vehicle
- Immunizations

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:

The objective of HATSS is to provide housing support, access coordination and transition planning services and supports as required to the Community Mental Health Program. In collaboration with the Manager, HATSS, the Team Leader supervises day to day functioning of staff within HATSS. In addition the Team Leader provides the clinical leadership consistent with the objectives and philosophy of the service. Finally, the Team Leader functions as a practicing clinician on the team, with a partial caseload.

POSITION DUTIES AND RESPONSIBILITIES:

CLINICAL LEADERSHIP AND COORDINATION

Activities:

In collaboration with the Manager:

- Coordinates the day to day operations of HATSS.
- Participates in the hiring, orientation and monitoring of staff performance.
- Participates (i.e. provides feedback) in the performance evaluation processes.
- Provides clinical leadership and direction to HATSS team members
- Assess, prioritizes and delegates workload based on the service needs.
- Coordinates the team's clinical practice activities including case management, clinical treatment, and consultations.
- Participates in program development activities including developing and implementing practices and procedures, collecting data and monitoring and reporting data for evaluation and service development purposes.
- Guides external service providers with respect to the program including interpretation and consultation.

CLINICAL THERAPEUTIC INTERVENTIONS

Activities:

In collaboration with the Manager:

- Assesses needs and provides interventions on the basis of a client-centered recovery plan

- 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.
- Responds to crisis and maintains established treatment goals.
- Assesses crisis situations and ensure immediate attention to resolve situations satisfactorily.
- Monitors, communicates and records changes in mental health status and service planning goals.
- Carries out provisions of the Mental Health Act pertaining to involuntary examination/admission to a psychiatric facility.

CLINICAL CONSULTATION AND COLLABORATION

Activities

- 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.
- Participates in ongoing service development, including teaching other clinicians, students, and residents who will be rotating through the program.

CROSS SERVICE/SECTOR LINKAGE AND LIAISON

Activities:

- Collaborates with sectors of the Mental Health and Health and Social Service systems, other organizations and services in order to optimize provision of services to clients.
- Provides consultations to other service providers.
- Ensures that all the necessary communication and information transfer has occurred to optimize service provision.
- 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 to improve service.

PROGRAM DEVELOPMENT/PRACTICE STANDARDS

Activities:

In collaboration with the Manager:

- Strives to improve service provision through continuous program evaluation and regular team meetings involved in program planning and review.
- Ensures that interventions are based on best practice guidelines.
- Participates in the development of practice standards, guidelines, and tools necessary for service provision.

- Participates in quality improvement, program evaluation and research processes.

PROFESSIONAL DEVELOPMENT

Activities:

- 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.
- Facilitates appropriate learning opportunities for self and staff.
- Participates and encourages staff participation in professional continuing education programs.
- Maintains and promotes a learning environment.

EDUCATION, TEACHING AND LEARNING

Activities:

In collaboration with the Manager:

- Provides leadership in the area of case management, access and transition planning practice including participation in the design, implementation and evaluation of staff learning needs assessment and educational strategies and activities.
- Collaborates, coordinates and/or participates in the development and presentation of educational programs for staff and partners.

INFORMATION MANAGEMENT/RECORD KEEPING

Activities:

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