



Canadian Mental  
Health Association  
Sudbury/Manitoulin  
Mental Health &  
Addiction Services

Association canadienne  
pour la santé mentale  
Sudbury/Manitoulin  
Services de santé mentale  
& de toxicomanie

## **EMPLOYMENT PACKAGE:**

The following employment package contains information to apply for the **Residential Worker, Full Time, Permanent**, 70 hours bi-weekly.

### **The package contains (for your information):**

1. Job Posting
2. Job Description “**Residential Worker**”
3. Employment Application
4. Scenario Questions
5. Job Applicant Screening Form

### **Requirements for submission:**

1. Applicant’s Resume & Cover Letter
2. Completion of Employment Application
3. Completion of Scenario Questions (3)
4. Completion of Job Applicant Screening Form



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## **POSTING: Residential Worker**

Full-time, Permanent - 70 hours bi-weekly

If you want to work with a community leader in mental health and addictions services, then come work with us! As a recovery-oriented and people focused organization, we utilize evidence-based and best practices, through a psychosocial rehabilitation approach. We are proud of our positive and fair work-place culture, where staff have opportunities for learning and development. We value staff and offer work-life balance with a generous vacation package, benefits and pension plan. We are looking for motivated team players with a desire to make a difference!

### **RESPONSIBILITY:**

Under the direction of the Residential Coordinator, provides assistance and support to clients in instrumental activities of daily living (IADL) as directed by the client/ program. Providing a continuum of functions; including building relationships, life skills teaching, homemaking and experiential learning.

### **QUALIFICATIONS:**

Education requirements: Completion of a 2 year diploma or degree in a human services area; or Student currently working towards 2 year diploma or degree with minimum of 1 year related experience; or Combination of post-secondary education and 3+ years of related experience may be considered

Language requirements: Fluency in English is essential. Fluency in French is an asset.

Professional designation/certification: No registration, professional designation or certification required.

Certified Health Executive (CHE) designation preferred

- Previous experience working in a residential setting is preferred
- Training in ASIST, Safe Talk, NVCI, Mental Health First Aid, and/or Standard First Aid & CPR is considered an asset.

**SALARY RANGE: \$17.22 - \$20.25 /hr**

**UNION MEMBERSHIP:** This position is included within the collective bargaining unit, (Ontario Public Service Employees Union, Local 666).

**LOCATION: Victoria Street Place and/or Moonlight Ave Home**

**TO APPLY:** Please complete the employment package available at <http://sm.cmha.ca/get-involved/careers/> and submit to the attention of Human Resources:

By email: [recruiting@dibrina.com](mailto:recruiting@dibrina.com)

By Mail: Gallagher Benefit Services (Canada) Group Inc. 62 Froot Road, Suite 302, Sudbury, ON P3C 4Z3

By Fax: 705-688-9060

**DEADLINE:** The deadline for accepting applications is **Friday, May 24, 2019** by 12:00PM.

**INTERVIEW DATE:** Wednesday, June 5, 2019



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- *Canadian Mental Health Association-Sudbury/Manitoulin (CMHA-S/M) offers competitive benefits including vacation, extended health and dental benefits, and a pension plan through HOOPP.*
- *CMHA-S/M is an equal opportunity employer. CMHA-S/M follows AODA legislation and supports persons with disabilities with accommodations. Please notify us if you have any accessibility requirements.*
- *CMHA-S/M is a unionized work environment through the Ontario Public Service Employees Union (OPSEU).*
- *Personal information submitted will be used for the purpose of determining suitability for this/these positions only.*
- *All applicants are thanked for their interest; however, only those selected for an interview will be contacted.*



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## **POSTE : Travailleur/Travailleuse résidentiel**

Temps plein, permanent – 70 heures chaque deux semaines

Si vous désirez travailler avec un chef de file communautaire des services de santé mentale et de toxicomanie, venez travailler avec nous! En tant qu'organisme axé sur la réadaptation et les personnes, nous faisons appel à des pratiques exemplaires et fondées sur les preuves pour mettre en œuvre une approche de réadaptation psychosociale. Nous sommes fiers de notre milieu de travail positif et juste, dans lequel les employés ont l'occasion d'apprendre et de se perfectionner. Nous apprécions nos employés et leur offrons un bel équilibre travail-vie, ainsi qu'un généreux régime de vacances, d'avantages sociaux et de retraite. Nous sommes à la recherche de personnes motivées, ayant un esprit d'équipe et un réel désir de faire une différence!

### **RESPONSABILITÉS :**

Sous la direction du Coordonnateur résidentiel, tu fourniras de l'aide et le soutien aux clients dans les activités instrumentales de la vie quotidienne selon les directives du client/programme. Tu fourniras un continuum de fonctions; y compris les relations, l'enseignement des compétences de vie, et l'apprentissage expérientiel.

### **QUALIFICATIONS:**

Exigences en matière d'éducation: diplôme ou baccalauréat de deux ans dans un domaine des services humaines; ou un(e) étudiant(e) qui travaille présentement pour un diplôme ou baccalauréat de deux ans avec un minimum de un an d'expérience connexe; ou une combinaison d'études postsecondaires et 3 + années d'expérience connexe peuvent être considérées

Exigences linguistiques: la maîtrise de l'anglais est essentielle. Le français avancé est considéré comme un atout.

Désignation/certification professionnelle: aucun enregistrement, désignation professionnelle ou certification exigée.

Désignation « Certified Health Executive (CHE) » est préférée

- L'expérience dans un milieu résidentiel est préférée
- La formation en ASIST, safeTALK, NVCI, premiers soins en santé mentale est considérée comme un atout

**SALAIRE : \$17.22 - \$20.25 par heure**

**ADHÉSION SYNDICALE:** ce poste est inclus dans l'unité de négociation collective (Syndicat des employés de la fonction publique de l'Ontario, section locale 666).

**EMPLACEMENT:** rue Victoria et/ou avenue Moonlight, Sudbury

**POUR FAIRE UNE DEMANDE:** veuillez remplir le dossier d'emploi disponible sur :

<http://sm.cmha.ca/get-involved/careers/> et le soumettre à l'attention des ressources humaines :

Par courriel: [recruiting@dibrina.com](mailto:recruiting@dibrina.com)

Par la poste: Gallagher Benefit Services (Canada) Group Inc.  
62 Froad Road, Suite 302, Sudbury, ON P3C 4Z3

Par télécopieur: 705-688-9060



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**DATE LIMITE:** Nous acceptons les demandes d'emploi jusqu'à midi le vendredi 24 mai 2019.

**DATE DE L'ENTREVUE:** le mercredi 5 juin 2019

*Les renseignements personnels fournis seront utilisés pour la détermination d'aptitude pour remplir le poste. Merci à tous les candidats et candidates pour l'intérêt. Seulement ceux et celles qui seront choisis pour une entrevue seront contactés. L'ACSM conforme à la Loi sur l'accessibilité pour les personnes handicapées de l'Ontario (LAPHO) et fournit un soutien aux personnes handicapées. S'il vous plaît, informez-nous de vos exigences en matière d'accessibilité. L'ACSM applique une politique au principe d'équité en emploi.*



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## RESIDENTIAL WORKER

**INCUMBENT:** TBC

**REPORTS TO:** Residential Coordinator

**PROGRAM:** Housing

**APPROVED BY:** Board of Directors

**DATE APPROVED/REVISED:** January 2014

**HOURS:** Full-time – 35hrs/wk and Part-time – up to 21 hrs/ wk

### POSITION SUMMARY:

Under the direction of the Residential Coordinator, provides assistance and support to clients in activities of daily living (ADL) as directed by the client/ program. Providing a continuum of functions; including building relationships, life skills teaching, homemaking and experiential learning.

### ESSENTIAL JOB RESPONSIBILITIES:

**1. Provides support to client to assist in their recovery**

- Providing assistance and support with tenants in their activities of daily living.
- Assisting all tenants with support services identified in their care plan and ensuring it is delivered in a safe, timely and effective manner.
- Advising Residential Coordinator on tenant and program operations.

**2. Assists in the daily functions of the transition home**

- Providing orientation to new tenants.
- Ensuring tenants participate in household cleaning expectations.
- Ensuring tenants follow house rules and regulations.

**3. Develops and maintains effective client/ staff relations**

- Maintaining awareness of tenants progress by documenting, reviewing, and other related documentation requirements.
- Participates/facilitates in tenant meetings, tenant activities, communication building and conflict resolution as required.
- Recognizing and respecting individuals that are accepting service self-direction.

**4. Develops educational programs relevant to identified needs**

- Organizing and conducting direct skill teaching with tenants.
- Evaluating and recording effectiveness of activities through documentation, tenant update meetings and on-going individual support.

**5. Routinely monitors client's health**

- Documenting and reporting any health related concerns identified by the tenant and or their supports.
- Responding immediately to any urgent health issues.



**6. Assists in meeting the objectives of the care/ strategic plans**

- Providing support to tenants in achieving goals, particularly in the areas of basic life skills, social interactions, coping with mental illness, medication education, monitoring progress and providing support when problems or crises arise.
- Participating in the evaluation of program goals and objectives, making recommendations on changes to current program activities for improved service delivery.

**7. Ensures all file management and reporting functions are maintained in a comprehensive and timely manner**

- Ensuring tenant contacts are recorded appropriately and in a timely manner utilizing the agencies database program.
- Ensuring daily activity summaries are completed
- Ensuring that monthly, annual, and other required reporting documentation are completed.

**8. Maintains up-to-date knowledge of the Mental Health Act and related legislation, the structure and personnel of local community support agencies, government departments, institutions and other groups relevant to the tenants needs, population, and trends and developments in the community that could affect the provision of mental health services**

**9. Represents program and agency in a professional manner through embracing and fostering the CMHA culture, respectful communication and ethical decision making.**

**10. Provides support to volunteers and students and other staff assigned to the program area**

**11. Substitutes for and assists other agency staff where skills are applicable**

- Providing additional support to staff as required.

**12. Avails self of opportunities for professional development**

- Bringing forward training needs and takes responsibility for seeking out relevant training opportunities.
- Fosters the problem solving approach in daily activities with tenants, family members and community supports.
- Participating in workshops and seminars as required.
- Attending and participating in Agency and program meetings as required.

**13. Works within the Policies and Procedures of the CMHA Sudbury Branch**

**ESSENTIAL RESPONSIBILITIES AND DUTIES:**

- Carrying out all duties of the Residential Worker position in a moral and ethical manner.
- Being present at the scheduled time of the day ready for the performance of duties.
- Being ready emotionally and physically to perform duties.



**JOB SPECIFICATIONS/ QUALIFICATIONS:**

- **Qualifications**
  - Completion of a 2 year diploma or degree in a human services area OR
  - Student currently working towards 2 year diploma or degree with minimum of 1 year related experience OR
  - Combination of post-secondary education and 3+ years of related experience may be considered
  - Fluency in English is essential. Fluency in French is an asset. Proficiency in both official languages is essential for 50% of these positions.
  - One year experience working with adult consumers of mental health considered an asset
  - Related experience in: residential setting is strongly preferred.
  - Training in ASIST, Safe Talk, NVCI, Mental Health First Aid, and/or Standard First Aid & CPR is considered an asset.
  - Certified Health Executive (CHE) designation preferred.
  
- **Knowledge**
  - Knowledge of Mental Health legislation, Occupational Act: Health & Safety, Ontario Human Rights Code, Tenant Protection Act and Long Term Care Act
  - Understanding of Mental Health Policy
  - Knowledgeable of community agencies and resources

**JOB SPECIFIC COMPETENCIES**

The following competencies are required for this position:

<b>Teamwork and Collaboration</b>	Expresses positive expectations of others in terms of their abilities, expected contributions and responsibilities. Speaks of team members in positive terms. Is looked to by team members as a valuable source of information.
<b>Coping</b>	Able to maintain a mature problem-solving attitude while dealing with interpersonal conflict, hazardous conditions, personal rejection, hostility or time demands.
<b>Assertiveness</b>	Able to maturely express one's feelings and opinions in spite of disagreement: accurately communicate to others regardless of their status or position.
<b>Perceptivity</b>	Able to interpret verbal and non-verbal behaviour; to develop accurate perception and understanding of others feelings, need, values and opinion; to be sensitive to and aware of personality differences and conflicts.
<b>Interaction</b>	Able to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization