



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 **Justice Case Manager (Release from Custody) Part-time, Permanent** position.

The package contains (for your information):

1. Job Posting
2. Job Description “**Justice Case Manager (Release from Custody)**”
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:

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 Justice Coordinator, the Justice Case Manager provides case management, rehabilitation and support to referred individuals with a Serious Mental Illness (SMI) within a Justice Case Management Team. Staff will provide professional support services within the framework of a client directed rehabilitation model.

QUALIFICATIONS:

Education requirements: University Degree in a human services area or Canadian equivalent

Language requirements: Fluency in english is essential. Fluency in french is an asset.

Professional designation/certification:

For permanent positions: Registration, in good standing, or eligible for registration with a regulating professional body, (e.g. College of Social Workers and Social Service Workers).

SALARY RANGE: \$42,369 - \$52,962

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

LOCATION: Canadian Mental Health Association- Sudbury Manitoulin, 111 Elm Street, Suite 100, Sudbury, ON, P3C 1T3

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

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

By Fax: 705-688-9060



DEADLINE:

The deadline for accepting applications is October 3, 2019 @ 12:00pm

INTERVIEW DATE: November 2019

- *Canadian Mental Health Association-Sudbury/Manitoulin (CMHA-S/M) offers competitive benefits including vacation, extended health and dental benefits (paid jointly by the employer and employee), and a pension plan through HOOPP which is currently is 6.9% of your annualized earnings up to the Year's Maximum Pensionable Earnings (YMPE) and 9.2% of your annualized earnings above the YMPE (hoopp.com).*
- *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).*
- *If French language proficiency is a requirement of this position, an informal, French language evaluation will be conducted prior to hire.*
- *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.*



TROUSSE DE CANDIDATURE :

La présente trousse de candidature contient des renseignements sur la marche à suivre pour postuler au poste de **gestionnaire de cas judiciaires (mise en liberté), à temps partiel, permanent.**

La trousse comprend (à titre d'information) :

6. l'avis d'emploi
7. la description de travail du poste de « gestionnaire de cas judiciaires (mise en liberté) »
8. le formulaire de demande d'emploi
9. des questions fondées sur un scénario
10. le formulaire de présélection

Exigences de la candidature :

5. Curriculum vitæ et lettre de présentation
6. Demande d'emploi dûment remplie
7. Réponses aux questions fondées sur un scénario (3)
8. Formulaire de présélection dûment rempli



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AVIS D'EMPLOI :

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 valorisons 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 d'apporter leur contribution!

RESPONSABILITÉS :

Relevant de la coordonnatrice des services judiciaires, le ou la gestionnaire de cas judiciaires offre des services de gestion de cas, de réadaptation et de soutien aux personnes ayant une maladie mentale grave qui sont adressées au programme, au sein d'une équipe de gestion des cas judiciaires. Les services de soutien professionnels ainsi offerts cadrent avec un modèle de réadaptation axé sur le client.

COMPÉTENCES :

Exigences en matière d'étude : Le poste requiert un diplôme universitaire avec un accent sur les services à la personne (ou un équivalent canadien).

Exigences linguistiques : Une maîtrise de l'anglais est essentielle. Une maîtrise du français est un atout.

Désignation ou reconnaissance professionnelle :

Pour les postes permanents : membre en règle auprès d'un organisme de réglementation professionnelle (p. ex., l'Ordre des travailleurs sociaux et des techniciens en travail social) ou admissibilité à devenir membre.

ÉCHELLE SALARIALE : de 42 369 \$ à 52 962 \$ par année

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

LIEU : Association canadienne pour la santé mentale - Sudbury/Manitoulin, 111, rue Elm, bureau 100, Sudbury (Ontario) P3C 1T3



POUR POSER VOTRE CANDIDATURE : Veuillez remplir la trousse de candidature disponible à <http://sm.cmha.ca/get-involved/careers/> et la faire parvenir à l'attention des Ressources humaines :

Par courriel : recruiting@dibrina.com
Par la poste : Gallagher Benefit Services (Canada) Group Inc.
62, chemin Froot, bureau 302
Sudbury (Ontario) P3C 4Z3
Par télécopieur : 705 688-9060

DATE LIMITE :

Nous accepterons les candidatures jusqu'au le 3 octobre 2019 @ 12 :00pm

DATE DES ENTREVUES : Novembre 2019

- *L'Association canadienne pour la santé mentale – Sudbury/Manitoulin (ACSM – S/M) offre des avantages sociaux concurrentiels, y compris des vacances, une assurance maladie complémentaire et une assurance dentaire (auxquelles contribuent l'employé et l'employeur). Elle offre également un régime de retraite par l'entremise du Healthcare of Ontario Pension Plan (HOOPP) dont le taux de cotisation se situe actuellement à 6,9 % de votre salaire annualisé jusqu'à concurrence du maximum des gains admissibles (MGA) et à 9,2 % en sus du MGA (hoopp.com).*
- *L'ACSM – S/M est un employeur souscrivant au principe de l'égalité d'accès à l'emploi. Elle respecte la Loi sur l'accessibilité pour les personnes handicapées de l'Ontario et appuie les personnes handicapées en leur offrant des mesures d'adaptation. Veuillez nous indiquer si vous avez des exigences en matière d'accessibilité.*
- *L'ACSM – S/M est un milieu de travail syndiqué par l'entremise du Syndicat des employées et employés de la fonction publique de l'Ontario (SEFPO).*
- *Si la maîtrise du français est une exigence de ce poste, une évaluation informelle des capacités en français sera effectuée avant l'embauche.*
- *Les renseignements personnels soumis ne serviront qu'à établir votre admissibilité à ce poste.*
- *Nous remercions tous les candidats pour leur intérêt. Toutefois, nous ne communiquerons qu'avec les personnes choisies pour une entrevue.*



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Mental health for all

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La santé mentale pour tous

JUSTICE CASE MANAGER

INCUMBENT:**REPORTS TO:** Justice Coordinator**PROGRAM:** Clinical Services**APPROVED BY:** Board of Directors**DATE APPROVED/REVISED:****HOURS:** 35 hours/week

POSITION SUMMARY

Under the direction of the Justice Coordinator, the Justice Case Manager provides case management rehabilitation and support to referred individuals with a Serious Mental Illness (SMI) within a Justice Case Management Team. Staff provide professional support services within the framework of a client directed rehabilitation model. The Justice Case Manager provides a continuum of functions, including: building relationships, developing support and transition plans with clients, client and systems advocacy, symptom management, life skills teaching, experiential learning, supportive counselling, family support, crisis support, fitness assessment screening and education/ consultation to court and jail personnel.

ESSENTIAL JOB RESPONSIBILITIES

1. Provides support to client to assist in their recovery and reduce recidivism

- Provides support to individuals being released from correctional facilities and those on a Mental Health Diversion through the provision of supportive housing.
- Provides case management to individuals who are residing in supportive housing units and are involved in the justice system.
- Provides assistance and support with the individual in their activities of daily living.
- Planning for rehabilitation interventions by reviewing readiness assessment results and determining case management referral.
- Participates in a community of practice.
- Completes Ontario Perception of Care tool (OPOC) with individuals.
- Develops goal-focussed support/care/ transition plans based on assessment with client and other supports as appropriate.
- Develops Diversion plans including activities, expected outcomes and time frames.
- Develops Release from Custody plans including referrals and activities.
- Assists client in determining priorities and developing a plan.
- Co-ordinates involvement of other agency staff and outside resources.
- Ensures client support addresses outcomes or goals as derived from the client's support plan.
- Ensures a minimum caseload as negotiated with immediate supervisor.
- Advises Justice Coordinator on service operations developing/presenting reports and proposals.



- Ensures that all client terminations are planned to support the clients' ability to transition.
- Ensures clients have information related to rights under the Mental Health Act and other related legislation.
- Ensures clients have awareness and understanding of rights relating to services, confidentiality.

2. Conducts screening/ assessments as requested.

- Conducts capacity assessments to determine need for forensic assessment.
- Conducts psychosocial assessments to determine eligibility for mental health diversion.
- Advises the court personnel on sentencing recommendations, probation orders.
- Working relationship with forensic psychiatrist, sharing their clinical knowledge of the client.
- Liaises with court personnel, North Bay Psychiatric Hospital, Sudbury District Jail and service providers.

3. May assist with developing Mental Health Diversion and Release from Custody Plans

- Works with individuals to develop a personalized Mental Health Diversion Plan who have been referred by the Crown Attorney's office.
- Works with service providers to develop supports, case conferences and discharge plans for the individual.
- Meets with clients regularly to ensure compliance of the Diversion plan and Release from Custody plan.
- Develops evaluation report to the Court outlining individual's compliance with the Diversion Plan and includes recommendations regarding charges.

4. Develops educational programs relevant to client group

- Organizes and conducts skill training, educational, or support groups for clients at varied locations.
- Obtains and develops resources for delivery.
- Evaluates effectiveness of activities and sessions.

5. Ensures objectives of program are met

- Provides personal psychosocial rehabilitation, counseling and support to client in achieving goals, particularly in the areas of basic life skills, social interactions, family relationships, coping with mental illness, medication education and compliance, vocational skills development, monitoring progress and providing support when problems or crises arise.
- Participates in the evaluation of program goals and objectives making recommendations on changes to current program activities for improved service delivery.
- Conducts program/ agency evaluations.



6. File management and reporting functions

- Ensures all client contacts are recorded appropriately and in a timely manner utilizing the agencies database program.
- Ensures that monthly, annual, and other required reporting documentation are completed.
- Ensures recording and maintenance of Mental Health Court outcomes.

7. Participates in public education services

- Participates in the delivery of a variety of educational presentations dealing with mental health, mental illness and Branch services.
- Evaluates effectiveness of educational sessions.
- Develops resource materials for educational presentations and groups.
- Plans and participates in special events and activities for agency public education campaigns such as Mental Health Week and Mental Illness Awareness Week.

8. Provides supervision to agency volunteers and students as requested

- Provides orientation, regular supervision, advice and support to volunteers and student placements in program and service area.
- Evaluates performance of volunteers and students in the program area.
- Records volunteer and student activities including monthly hours, mileage and other expenses.
- Reviews volunteer and student expenses to ensure appropriateness.

QUALIFICATIONS AND EXPERIENCE

- Degree in health related discipline.
- Minimum 1 year experience working in the mental health and housing field.
- Minimum 1 year experience working with adult consumers of mental health, families and forensic system.
- Registration, in good standing, with a Regulating Professional Body (i.e. College of Social Worker and Social Service Workers).
- Knowledge of Mental Health legislation, Occupational Act: Health & Safety, Ontario Human Rights Code, Residential Tenancies Act, Criminal Code of Canada and of the court system, Child and Family legislation, Tenant Protection Act and Long Term Care Act.
- Understanding of Mental Health Policy.
- Knowledgeable of community agencies and resources.
- Proficiency in both official languages is essential for 50% of these positions.
- Excellent interpersonal and communication skills.



JOB SPECIFIC COMPETENCIES

The following competencies are required for this position:

Planning, Organizing and Coordinating	Efficiently uses time and completes tasks/projects on time through the routine planning of own work and organization of resources. Develop plans considering the agency's objectives, responsibilities, timelines and resources. Keeps appropriate people informed of task/projects.
Teamwork and Collaboration	Participates willingly and supports team decisions. As a member of a team, keeps other team members informed and up to date on group progress, individual actions or influencing events, shares all relevant or useful information.
Integrity	Upholds clear ethical standards that are broadly respected within the agency and with outside partners. Holds self accountable for professional behaviour. Is able to make thoughtful judgements and reasoned decisions when ethical standards are in conflict.
Client Service Orientation	Follows through on client inquiries, requests and complaints and is responsive to public interests and concerns.
Listening, Understanding and Responding	Demonstrates openness and receptivity to new information. Is willing to listen when approached by others. Picks up on non-verbal cues to others' feelings and emotions. Is aware of own feelings, reactions and messages.
Functional Skills	Ability to provide strong support and leadership skills, excellent multi-tasking and time management skills, exceptional communication and quality improvement skills.

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.