



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, Harm Reduction Home – Part-Time Permanent (20-006)** position.

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

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

**Applicants MUST Submit the following to be considered for the Position:**

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



**POSTING (20-006): Residential Worker, Harm Reduction Home**

1 Part-time Permanent position available.

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:**

The Residential Worker will provide assistance and support to residents in daily functions and activities of daily living. The RW provides comprehensive community treatment, rehabilitation and support to individuals that are residents of the HRH. Two years' experience working in the mental health/addictions field or one year experience working with marginalized populations is an asset.

**QUALIFICATIONS:**

**Education requirements:**

The position requires a minimum 2 year post-secondary Diploma / Degree or Canadian equivalent in human services or related discipline.

**Language requirements:** Fluency in English is required. Fluency in French is an asset. Priority will be given to candidates who are bilingual in French and English as per our French Language Service Plan.

**Professional designation/certification:**

**Certified Health Executive an asset**

**SALARY RANGE: \$32,467.48 – \$38,030.02 (\$17.8393-\$20.8956)**

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

**LOCATION:** Sudbury

**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: [recruitment@cmha-sm.on.ca](mailto:recruitment@cmha-sm.on.ca).

**Please put the recruitment number in the subject line.**

By Mail: 111 Elm Street, Suite 100, Sudbury, ON P3C

By Fax: 705-675-7247



**DEADLINE:**

The deadline for accepting applications is September 20, 2020 at noon.

**INTERVIEW DATE:** To be Determined

- *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.*



## **AVIS D'EMPLOI (20-006):** Travailleur(euse) résidentiel(le) À temps partiel, permanent

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!

### **RESPONSABILITÉ :**

Le travailleur résidentiel ou la travailleuse résidentielle assistera et appuiera les résidents à accomplir les activités courantes de la vie quotidienne. Il ou elle fournira des services complets en ce qui concerne le traitement en milieu communautaire, la réinsertion sociale et le soutien des résidents de la maison de réduction des méfaits.

### **QUALIFICATIONS :**

#### **Exigences en matière d'étude :**

Ce poste exige un minimum 2 ans diplôme d'études postsecondaires, un baccalauréat ou l'équivalent canadien en services sociaux ou dans une discipline connexe.

**Exigences linguistiques :** Une maîtrise de l'anglais est essentielle. Une maîtrise du français est essentielle. La priorité sera donnée aux candidats bilingues (français et anglais) selon notre plan de services en français.

#### **Désignation professionnelle/Accréditation :**

**Expérience :** Deux ans d'expérience dans le domaine de la santé mentale et des toxicomanies ou un an d'expérience de travail avec les populations marginalisées sont un atout.

**ÉCHELLE SALARIALE :** de \$32,467.48 – \$38,030.02 par année (\$17.8393-\$20.8956 de l'heure)

**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 :** Sudbury



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

Par courriel : [recruitment@cmha-sm.on.ca](mailto:recruitment@cmha-sm.on.ca)

**Veillez inscrire le numéro de recrutement dans la ligne d'objet.**

Par la poste : 111 rue Elm, Sudbury, ON, P3C 1T3

Par télécopieur : 705 688-9060

**DATE LIMITE :**

Nous accepterons les candidatures jusqu'à midi le 20 septembre 2020.

**DATE DES ENTREVUES :** à déterminer

- *L'Association canadienne pour la santé mentale – Sudbury/Manitoulin (ACSM – S/M) offre des avantages sociaux concurrentiels, y compris des congés annuels, une assurance-maladie complémentaire, une assurance-soins dentaires et un régime de pension par l'entremise du Healthcare of Ontario Pension Plan (HOOPP).*
- *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 avec 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).*
- *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 convoquées à une entrevue.*



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## RESIDENTIAL WORKER, HARM REDUCTION HOME

**INCUMBENT:**

**REPORTS TO:** Manager of Harm Reduction Home

**PROGRAM:** Harm Reduction Home

**APPROVED BY:**

**DATE APPROVED/REVISED:** May 2018

**HOURS:** FT & PT

### POSITION SUMMARY:

Under direction of the Harm Reduction Home Coordinator, the Residential Worker (RW) will work within the context of a managed alcohol, client centered, harm reduction, residential program called the Harm Reduction Home (HRH). Within an interdisciplinary team the RW will provide assistance and support to residents in goal planning, activities of daily living, comprehensive community treatment, and rehabilitation while residing in the Harm reduction, Managed alcohol program.

The RW will be required to work day, evening, nights weekends and holidays.

### ESSENTIAL JOB RESPONSIBILITIES:

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

- Providing assistance and support with residents in their activities of daily living.
- Overnight medication assisting as per medical directives and training from medical staff.
- Providing support to residents 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 as outlined in their care plan.
- Demonstrate harm reduction and recovery oriented practice (ROP) philosophy and practices within daily work and interactions
- Outreach services as required; building relationships with potential service recipients and referring agencies
- Transport residents to community outings and appointments in personal vehicle
- Participates in the safety of the program participants at all times.

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

- Providing orientation to new residents.
- Ensuring residents follow house rules and regulations.
- Ensuring residents participate in household duties and expectations.
- Assist in screening and providing initial assessments of eligible residents
- Minor Cleaning/Sanitation duties as per shift rotation.
- Communicate with the onsite medical staff when acute medical issues arise.



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

- Maintaining awareness of resident's progress by documenting, reviewing, and other related documentation requirements.
- Adjusting care plans in collaboration with the resident's needs.
- Participates/facilitate weekly resident meetings, daily recreational activities, building communication skills and conflict resolution as required.
- Recognizing and respecting individuals that are accepting service self-direction.

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

- Participates in program development and delivery based on resident's needs
- Organizes and conducts direct skill teaching with residents.
- Supports residents when required in accessing outside activities/appointments.
- Evaluating and recording effectiveness of activities through documentation, tenant update meetings and on-going individual support.

**5. Works within the Policies and Procedures of the CMHA**

- Works to achieve the agency and program goals
- Maintains and collects appropriate records of data, research and interactions as per agency guidelines.

**6. Professionalism**

- Represents HRH program and agency in a professional manner through embracing and fostering the CMHA culture, mission, respectful communication and ethical decision making.
- Represents service/program or agency in the community and complies with service area policies.

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

- Orientate new staff and mentors/preceptors students
- Participates in and supports research activities
- Complete and participate in HRH and CMHA training as per agency standards
- Makes changes in practice based on self-appraisal, ongoing feedback and guidance, mentoring, professional development, performance appraisal and application of current best practice/evidence-based research.
- Attend enhanced learning opportunities and educational sessions when offered.
- Identifies residential issues and actively works towards resolution.

**8. Reports to supervisor and participates in supervision as directed.**

- Participating in supervision with HRH program coordinator as required and completion of annual performance appraisals as per the CMHA standard.
- Actively contributes to the improvement of the services offered and the processes through which these services are delivered.



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## RESIDENTIAL WORKER, HARM REDUCTION HOME

### **Knowledge and Skills may include:**

- Effective verbal and written communication skills
- Strong organization and time management skills
- Strong negotiation, consultation and collaboration skills actively working towards resolution.
- Ability to work independently and as part of a team with multidisciplinary colleagues and community partners
- Flexibility & able to apply harm reduction skills to the clinical setting
- Creative problem solving skills and able to adopt an independent practice model of care delivery.

### **Education and Experience may include:**

- Completion of a minimum 2 year diploma or degree in a human services area.
- Minimum of 1 year of experience; in effectively working with marginalized populations experiencing homelessness and a demonstrated ability to form rapport with target population.
- Student working toward a post-secondary degree or diploma in related field with minimum 1 year related experience
- Combination of post-secondary education and 2 years related experience
- Experience within the Mental Health/Addictions setting considered an asset.
- Evidence of capacity to work from a harm reduction framework.
- Certification in First Aid & CPR; Certification in NVCI an asset
- Demonstrated proficiency in counseling skills and clinical practice models as related to concurrent disorder, dual diagnosis, addictions and behavior disorders.
- Registration with a regulated body, if eligible
- Bilingualism (French/English) is essential for 50% of positions





## 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 behavior; 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