



Canadian Mental  
Health Association  
Sudbury/Manitoulin

Association canadienne  
pour la santé mentale  
Sudbury/Manitoulin

Case Manager

## JOB INFORMATION PACKAGE:

The following job information package contains information to apply for the Case Manager Position (21-004):

- Part-time permanent (35 hours bi-weekly)

## The Job Information Package Contains:

Found at: <https://sm.cmha.ca/get-involved/careers/>

1. Job posting
2. Job description "Case Manager"
3. Instructions on how apply

## The Job Application Package Contains:

Found at: <https://sm.cmha.ca/get-involved/careers/>

1. Job application
2. Scenario questions
3. Applicant screening form

## **Applicants MUST submit the following to be considered for the Position:**

- 1. Applicant's Resume & Cover Letter**
- 2. Completion of job application**
- 3. Completion of Scenario Questions**
- 4. Completion of Application Screening Form**

- *Canadian Mental Health Association-Sudbury/Manitoulin (CMHA-S/M) offers competitive benefits including vacation, extended health and dental benefits for full-time permanent positions, and a pension plan through HOOPP.*
- *CMHA follows the AODA legislation and support 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).*
- *The Canadian Mental Health Association operates within a Total Quality Management model.*
- *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.*
- *Canadian Mental Health Association is an equal opportunity employer.*

 <p>Canadian Mental Health Association Sudbury/Manitoulin</p> <p>Association canadienne pour la santé mentale Sudbury/Manitoulin</p>	<p><b>Case Manager</b></p>
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**POSTING:** Case Manager (21-004)

- **Part-time Permanent:** (35 Hours bi-weekly)

Are you located in the Espanola/Manitoulin area and are searching for flexible work that is close to home and suits your *island-time* lifestyle?

The picturesque town of Little Current offers the serenity of a small town lifestyle while allowing you to fulfill your need for community involvement.

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.

This part-time position facilitates work-life balance by permitting you to make your own schedule \*  
\*(*within the hours of 8:30 to 4:30*)

**We are looking for motivated team players with a desire to make a difference!**

**RESPONSIBILITY:**

The Case Manager provides professional support services within the framework of person-directed recovery and rehabilitation. They are responsible for assisting individuals with mental health issues or experiencing mental illness in readiness development, goal setting, assessing skills and supports, as well as housing support.

**QUALIFICATIONS:**

**Education requirements:**

The position requires a Diploma or Degree in a Human Service area.

**Language requirements:**

Fluency in English is essential. Advanced conversational French is essential for 50% of the Case Manager positions. Priority will be given to candidates who are bilingual in French and English as per our French Language Service Plan.



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**Professional designation/certification (options) for permanent positions:**

- i. Registration, in good standing, or eligible for registration with a regulating professional body, (e.g. Ontario College of Social Workers and Social Service Workers).
- ii. Certification, in good standing, or eligible for registration with a professional certifying \*organization within health or social service fields (e.g. CPRRP from PSR Canada).

*\*Organization must have a written code of ethics, core values and standards that are consistent with those of CMHA-S/M. Certification must require members to meet a core set of competencies, have a requirement for continuous learning to maintain certification and be approved by CMHA-S/M.*

**\*SALARY:**

Bachelor

Annually, Step 2: **\$45,992.13** – Step 5: **\$54,026.03**

Hourly, Step 2: **\$25.23** - Step 5: **\$29.68**

Diploma

Annually, Step 2: **\$41,419.96** – Step 5: **\$48,729.36**

Hourly, Step 2: **\$22.76** - Step 5: **\$26.77**

**\*Successful candidates for this position will start at Step 2 of the salary grid.**

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

All employees are eligible to participate in the Healthcare of Ontario Pension Plan (HOOPP), a defined benefit pension plan. We offer a comprehensive group benefit plan for full-time permanent positions.

**LOCATION:** Little Current, Ontario

**TO APPLY:**

Please complete the employment package available at <https://sm.cmha.ca/get-involved/careers/> and submit to **Lisa Schutt, Human Resources by:**

**Email:** [recruitment@cmha-sm.on.ca](mailto:recruitment@cmha-sm.on.ca) *Please put the recruitment number in the subject line*

**Fax:** 705-675-7247 Attention to: Lisa Schutt, HR (Confidential)

**DEADLINE:** Applications will be accepted until all positions are filled



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## TROUSSE DE CANDIDATURE :

La présente trousse de candidature contient des renseignements sur la marche à suivre pour faire demande du post : Gestionnaire de cas (21-004)

- À temps partiel, permanent (35 heures aux deux semaines)

## Documents d'information :

Consultés à : <https://sm.cmha.ca/get-involved/careers/>

1. l'avis d'emploi
2. la description du poste Gestionnaire de cas
3. la marche à suivre pour faire demande

## Documents de mise en candidature :

Consultés à : <https://sm.cmha.ca/get-involved/careers/>

1. le formulaire de demande d'emploi
2. des questions fondées sur un scénario
3. le formulaire de présélection

## **Tous les candidats DOIVENT soumettre les documents suivants :**

1. curriculum vitae et lettre de présentation
2. demande d'emploi dûment remplie
3. réponses aux questions fondées sur un scénario
4. formulaire de présélection dûment rempli

- 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, une assurance dentaire (À temps plein, permanent) et un régime de pension par l'entremise du Healthcare of Ontario Pension Plan (HOOPP).
- 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 – 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).
- L'Association canadienne pour la santé mentale fonctionne parmi un modèle de la gestion de la qualité totale.
- 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 applique une politique au principe d'équité en emploi.



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## **AFFICHAGE : Gestionnaire de cas (21-004)**

- **À temps partiel, permanent: (35 Heures aux deux semaines)**

Êtes-vous situé dans la région d'Esplanada/Manitoulin et êtes-vous à la recherche d'un travail flexible proche de votre domicile et adapté à votre mode de vie insulaire?

La ville pittoresque de Little Current offre la sérénité d'un style de vie de petite ville tout en vous permettant de répondre à votre besoin d'engagement communautaire.

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 oeuvre 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.

Ce poste à temps partiel facilite l'équilibre entre le travail et la vie personnelle en vous permettant de faire votre propre horaire

\*(entre 8 h 30 et 16 h 30)

**Nous sommes à la recherche de personnes motivées, ayant un esprit d'équipe et un réel désir d'apporter leur contribution!**

### **RESPONSABILITÉS :**

Le/la gestionnaire de cas fournit des services de soutien professionnel dans le cadre d'une récupération et d'une réadaptation axées sur l'individu. La personne sera responsable d'aider des individus avec une maladie mentale, avec la préparation au développement, l'établissement d'objectifs, l'évaluation de compétences et de soutien, en plus de soutien résidentiel.

### **QUALIFICATIONS :**

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

Ce poste exige un diplôme ou un baccalauréat dans un domaine du service à la personne

#### **Exigences linguistiques :**

La maîtrise de l'anglais est requise. Le français conversationnel avancé est essentiel pour 50 % des postes de gestionnaire de cas. La priorité sera accordée aux candidats bilingues en français et en anglais, conformément à notre plan de services en français.



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### Désignation professionnelle/certification (options) pour les postes permanents:

- I. Inscription, en règle ou admissible à l'inscription auprès d'un organisme professionnel de réglementation (p. ex. Ordre des travailleurs sociaux et des techniciens en travail social de l'Ontario).
- II. Certification, en règle, ou admissible à l'inscription auprès d'un organisme de \*certification professionnel dans les domaines de la santé ou des services sociaux (ex. CPRRP de PSR Canada).

*\*L'organisation doit exercer un code de déontologie écrit, des valeurs fondamentales et des normes qui sont conformes à celles de la certification de l'ACSM. Les membres doivent satisfaire à un ensemble de compétences de base, avoir une exigence d'apprentissage continu pour maintenir la certification et être approuvé par l'ACSM-S/M*

### **SALARIALE :**

#### **Baccalauréat**

par année, Step 2: **45,992.13 \$** – Step 5: **54,026.03 \$**

l'heure, Step 2: **25.23 \$** - Step 5: **29.68 \$**

#### **Diplôme**

par année, Step 2: **41,419.96 \$** – Step 5: **48,729.36 \$**

l'heure, Step 2: **22.76 \$** - Step 5: **26.77 \$**

**Les candidats retenus pour ce poste débiteront au niveau 2 de la grille salariale.**

**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).

Nous offrons un plan-bénéfice de groupe complet (À temps partiel, permanent). Tous les employés peuvent participer au régime de retraite à prestations déterminées de Healthcare of Ontario Pension Plan (HOOPP).

**EMPLACEMENT:** Little Current

**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 du Lisa Schutt

**Par courriel:** [recruitment@cmha-sm.on.ca](mailto:recruitment@cmha-sm.on.ca) Veuillez inscrire le numéro de recrutement dans la ligne d'objet

Par télécopieur: 705-675-7247 parvenir à l'attention du **Lisa Schutt** ressources humaine (CONFIDENTIEL)

**DATE LIMITE :** Les demandes d'emploi seront acceptées jusqu'à ce que toutes les positions soient occupées.



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## Case Manager

**INCUMBENT:****REPORTS TO:** Manager of Clinical Service**PROGRAM:** Community Support Services**APPROVED BY:** Board of Directors**DATE APPROVED/REVISED:****HOURS:** 35 hours/week

### POSITION SUMMARY:

Under the direction of the Coordinator, Case Management, the Case Manager provides rehabilitation and comprehensive personal support to individuals experiencing mental illness. Support is provided in office, home, in the community and virtually with individuals in the Sudbury/Manitoulin area. The Case Manager provides professional support services within the framework of a client directed recovery and rehabilitation model. Staff will assist the client in assessing their readiness for change in any of the four recognized rehabilitation environments: living, learning, working and/or social.

### ESSENTIAL JOB RESPONSIBILITIES:

- **Provide support to client to assist in their recovery and rehabilitation**
  - Meet with individuals, either at their home, in the office, over the phone or in the community.
  - Complete the following assessments with individuals:
    - Ontario Common Assessment of Needs (OCANS),
    - Wellness Recovery Action Plan (WRAP assessments),
    - Psychosocial Rehabilitation assessments (readiness assessment, overall rehabilitation goals, achieving valued roles assessments, etc.)
  - Set overall rehabilitation goals with the client based on assessments.
  - Provide case management, personal psychosocial rehabilitation, counseling and support to client in achieving goals, in the four rehabilitation environments: living, learning, working and social, and provide personal support
  - Build rapport with client to ensure the client can work with the practitioner in the rehabilitation tasks.
  - Preparing and assisting awareness activities/recovery awareness activities for individuals
  - Provide crisis support.
  - Where family involvement has been indicated, assess the needs and values of the family in order to support, link, educate and advocate for family as needed.
  - Ensure family is aware of available resources. Where conflicts arise between the wishes of clients and family members, family members are referred to an alternative staff or service.
  - Assist clients in accessing and obtaining other community resources where needed and appropriate and advocate with and for clients to ensure adequate resources are available.
  - Where resources do not exist or are inadequate, advocate within the system to develop or improve essential services and resources for individuals with serious mental illness
  - Ensure overall rehabilitation goals are achieved.
  - Maintain records of clients' rehabilitation plans.



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- Ensure that all client discharges are planned to support the clients; ability to transition.
- **Provide Training**
  - Research material for communities of practice.
  - Prepare lesson plans.
  - Facilitate monthly lesson plan to our communities of practice team.
  - Organize and conduct skill teaching and promotion, educational, or support groups for clients at varied locations.
  - Participating in the delivery of a variety of educational presentations dealing with mental health promotion and services of the agency.
  - Developing resource materials for educational presentations and groups.
  - Evaluate the effectiveness of activities and sessions.
- **Workshop Team Member**
  - Research material for workshops.
  - Book rooms and set up in advance of workshops.
  - Facilitate workshops.
  - Send out workshop email to inform of upcoming workshops.
  - Attend monthly meetings with workshop team.
  - Create warm up activities/cool down activities.
- **Other**
  - Provide orientation to students.
  - Provide orientation to staff (new and returning staff).
  - Routinely assess client's primary health for potential problems:
    - Develop and implement a plan with the client to address any primary health related concerns.
    - Enlist assistance of other health services where appropriate.
  - Assist with community events and fundraise for CMHA.
  - Attend and participate in Supervision and Performance review meetings.
  - Attend and participate in Organization meetings, such as Clinical meetings, Agency Planning Day (APD), etc.
  - Attend training such as webinars, psychiatric training, video conferences, etc.
  - Attend annual training such as WHMIS, anti-harassment and violence non-violent crisis intervention (NVCI), privacy, accessibility, etc.
  - Provide supervision to agency volunteers and students as requested.
  - Substitute for and assist other agency staff where skills are applicable.





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### Qualifications

- Graduation from a 2-year College Diploma Program or completion of a University Degree in a Human Services area.
- Computer skills: Microsoft Word, Excel, PowerPoint and Outlook.
- Experience with Client Record Management and Assessment Software.
- Valid Ontario Driver's License.
- Access to a reliable vehicle.
- Automobile liability insurance coverage in the amount of at least \$2,000,000.
- Minimum 1 – 2 year' experience working with individuals, families in the mental healthsystem.
- Proficiency in both official languages is essential for 50% of these positions.

### Professional designation/certification (options):

- iii. Registration, in good standing, with a regulating professional body (e.g. OCSWSSW), or working towards registration;
- iv. Certification, in good standing, with a professional certifying organization\* within health or social service fields (e.g. CPRRP from PSR Canada), or working towards certification.

*\*Organization must have a written code of ethics, core values and standards that are consistent with those of CMHA S/M-S/M. Certification must require members to meet a core set of competencies, have a requirement for continuous learning to maintain certification and be approved by CMHA-S/M.*

### JOB SPECIFIC COMPETENCIES:

The following competencies are required for this position:

<b>Planning, Organizing and Coordinating</b>	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.
<b>Teamwork and Collaboration</b>	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.
<b>Integrity</b>	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.
<b>Client Service Orientation</b>	Follows through on client inquiries, requests and complaints and is responsive to public interests and concerns.
<b>Listening, Understanding and Responding</b>	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.



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### 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