



Canadian Mental  
Health Association  
Sudbury/Manitoulin  
Mental health for all

Association canadienne  
pour la santé mentale  
Sudbury/Manitoulin  
La santé mentale pour tous

## COORDINATOR, JUSTICE

**INCUMBENT:** 1.0 FTE

**REPORTS TO:** Manager, Clinical Services

**PROGRAM:** Clinical Services

**APPROVED BY:** Director, Program and Planning

**DATE APPROVED/REVISED:** November 2024

**HOURS:** 35 hours/week

### POSITION SUMMARY:

Reporting to the Manager, Clinical Services, the Coordinator, Justice is responsible for the overall coordination of the activities of the Justice team and program.

The Coordinator will be required to work weekdays and as part of a regular on-call rotation; evening and weekends as required.

### ESSENTIAL JOB RESPONSIBILITIES:

#### Program Coordination

- Review and update program policies and processes as required.
- Develop, review and update program documentation, forms, letters, templates and care plans as required.
- Lead the development of training and education plans and activities based on staff needs.
- Approve program purchases within the defined scope for the team and/or program through a purchase order process.
- Submit regular program reports to the Manager, Clinical Services.
- Demonstrate recovery-oriented practice (ROP) philosophy and practices within daily work and interactions.
- Initiate, monitor and renew program related service agreements.
- Review and respond to requests for information from justice sector such as probation or forensic mental health system.
- Work collaboratively with external resources such as Regional Court/Justice Programs and North Bay Regional Health Centre – Mental Health and the Law Program.
- Develop and deliver program presentations.

#### Team Supervision

- Provide guidance, direction, mentoring, and problem solving to the team on services, individual interactions and program related items.
- Direct operations of the team by scheduling staff hours, approving time off requests, assigning and monitoring work, gathering resources and implementing productivity standards.
- Participate in the recruitment of new staff and provide feedback to the hiring committee.
- Develop orientation plans, schedule orientation sessions and conduct orientations with new staff.
- Conduct regular supervision, goal planning and annual performance reviews with staff.



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- Facilitate regular communication with staff and Manager.
- Provide oversight to student placements and research projects as appropriate.
- Assist staff with resolving issues and escalate to Manager as required.

### Planning and Quality Improvement

- Maintain quality-assurance activities through regular review of program targets, objectives and performance metrics. This includes the planning and implementation of recommendations from the Healing with Hope program model review.
- Develop, implement, and maintain standards, procedures, and outcomes for the program.
- Monitor and support the implementation of client data management systems. Analyze data and assist with reporting systems (e.g. MIS & CDS).
- Ensure team and program compliance with standards of practice.
- Make changes to practice based on self-appraisal, ongoing feedback and guidance, mentoring, professional development, performance appraisal and application of current best practice/evidence-based research.
- Monitor and support the implementation of Agency Accreditation processes.
- Develop reports based on funder requirements and guidelines.
- Identify special projects and quality improvement opportunities for the Justice program as appropriate.

### Other

- Complete program and Agency training as per agency standards.
- Participate in the Agency on-call rotation.
- Represent the program on the Regional and District Human Service Justice Coordinating Committee (HSJCC) and work collaboratively on HSJCC projects or working groups.
- Provide support to internal and external committees. This may include being an active participant and/or lead on committee(s), preparing meeting agendas and distributing meeting minutes; and implementing action items.
- Collaborate with community partners to identify and respond to community needs.
- Represent program and Agency in a professional manner, embracing and fostering CMHA-S/M culture, values, respectful communication, and ethical decision making.
- Ensure that individuals' rights are respected and that all programs and activities meet legislative requirements, policies and procedures, funding body criteria, and professional and Branch standards.

### Qualifications

- Completion of a bachelor's degree in health, social services or related discipline. Consideration will be given to those who are working towards completion of a degree, OR
- Completion of a 2-year diploma plus 5+ years working within CMHA-S/M.
- Professional Designation/Certification is required. This may include:
  - Registration, in good standing, with a regulating professional body e.g. Ontario College of Social Workers and Social Service Workers (OCSWSSW); or
  - Certification, in good standing, with a professional certifying organization\*\* within health or social service fields e.g. Certified Psychosocial Rehabilitation Recovery Practitioner (CPRRP) from Psychosocial Rehabilitation (PSR Canada), or



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- Working towards registration or certification in one of the above within 6 months of hire.
- Minimum of 2 years' experience working in the mental health and substance use field is required.
- Demonstrated comfort and confidence providing direct support to individuals impacted by mental illness and substance use.
- Strong communication skills are required.
- 1-year supervisory experience is preferred.
- Fluency in English is required. Advanced conversational French is an asset.
- Proficiency in Microsoft Office Suite is required.
- Knowledge and application of quality improvement methodology is preferred.
- Certification in Non-Violent Crisis Intervention (NVC), Mental Health First Aid, First Aid & CPR and Applied Suicide Intervention Skills Training (ASIST) are assets.

\*\*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.



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### JOB SPECIFIC COMPETENCIES

The following competencies are required for this position:

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| <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>Integrity</b>                               | Upholds clear ethical standards that are broadly respected within the agency and with outside partners. Holds self-accountable for professional behavior. Is able to make thoughtful judgements and reasoned decisions when ethical standards are in conflict.   |
| <b>Leadership</b>                              | Makes sure the team has the required tools to get the job done. Defines roles and responsibilities of team members and holds them accountable. Involves team members in soliciting ideas or suggestions.   |
| <b>Planning, Organizing and Coordinating</b>   | Develops operational plans and provides contingencies. Establishes measures to assess progress against the plan. Adjusts the plan appropriately and takes initiative to follow through rather than wait for problems to arise. Recognizes problems, takes corrective/preventive action and keeps people informed of plans, progress and decisions. |
| <b>Building Relationships and Partnerships</b> | Develops a long-term collaborative relationship with stakeholders with the explicit intent to share information/resources and advance the program. Seeks input and participation from community members regarding property changes and initiatives. Calls on relationships in times of needs but also responds expediently to requests of others.  |
| <b>Functional Skills</b>                       | Ability to lead a team and provide guidance, support and feedback to team members.<br>Ability to effectively coordinate the activities of the team and program.  |

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