Canadian Mental Health Association
Sudbury/Manitoulin
Mental health for all

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

Why Join CMHA-S/M?!

As a nation-wide organization, the Canadian Mental Health Association (CMHA) promotes the mental health of all and supports the resilience and recovery of people experiencing mental illness. The CMHA accomplishes this mission through advocacy, education, research and service.

All Staff are Eligible for:

- Healthcare of Ontario Pension Plan (HOOPP)
- Employee & Family Assistance Program
- Paid Float Days
- Professional Development Opportunities

Full-Time Permanent Staff Receive:

- Paid Sick Days
- Paid Personal Days
- 3 Weeks Vacation (to start)
- Benefit Package

CMHA-S/M Job Posting: 26-31

Intake Worker

Department : Clinical Services
Employment Status : Full-time Permanent
Hours per Week : 35 hour per week
Work Location :111 Elm Street, Sudbury, Ontario
Union Membership : This is a unionized position (OPSEU)
Posting Deadline : Open until filled

Responsibilities:

Reporting to the Coordinator, Case Management, the Intake Worker acts as a support person and initiates services through a comprehensive intake process. Intake provides information and referrals to various agencies and programs and provides support and advocacy for people and their families. The Intake worker provides professional support services within the framework of a person directed recovery and rehabilitation model. Support is provided in office, home, community and/ or virtually for those residing in the Sudbury/Manitoulin area. Staff will assist the person in assessing their readiness for change in any of the four recognized rehabilitation environments: living, learning, working and/or social.

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 Individual 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 $1,000,000.
- Minimum 1 – 2 years' experience working with individuals, families in the mental health system.

- Knowledge of Mental Health legislation, Occupational Act: Health & Safety, Ontario Human Rights Code, Child, and Family legislation, housing legislation, etc.
- Understanding of Mental Health Policy.
- Knowledge of community agencies and resources.
- Excellent interpersonal and communication skills
- Fluency in English is essential. Advanced conversational French is essential for these positions. Priority will be given to candidates who are bilingual in French and English as per our French Language Service Plan. If a position is designated essential bilingual and no bilingual candidates (both internal and external) meet the qualifications, unilingual candidates may be considered.
- Registration, in good standing, with a regulating professional body e.g. Ontario College of Social Workers and Social Service Workers (OCSWSSW), or working towards registration; 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 working towards certification.

Salary Information:

- Bachelor - Hourly, Step 1:$28.12 Step 4: $33.09
- Diploma – Hourly, Step 1:$25.37 Step 4: $29.84

Successful candidates for this position will start at Step 1 of the salary grid.

How to Apply

Please submit your cover letter and resume to: recruitment@cmha-sm.on.ca

- *This posting is not for a new position or an existing vacancy. The current full-time contract role is being converted to a full-time position.*
- *CMHA-S/M is an equal opportunity employer committed to diversity and inclusion. We adhere to AODA legislation and provide accommodations for persons with disabilities. If you require any accessibility accommodations during the recruitment process, please let us know.*
- *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.*
- *We do not make assumptions about people's pronouns and identity and are committed to creating an environment where it is safe to share and ask.*