



**Canadian Mental  
Health Association**  
Sudbury/Manitoulin

**Association canadienne  
pour la santé mentale**  
Sudbury/Manitoulin

## **EMPLOYMENT PACKAGE :**

The following employment package contains information to apply for the:  
**Justice Case Manager**

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

1. Job Posting
2. Job Description — “Justice Case Manager” – Full Time Permanent
3. Employment Application
4. Scenario Questions (4)
5. Job Applicant Screening Form

### **Requirements for submission:**

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



Canadian Mental  
Health Association  
Sudbury/Manitoulin

Association canadienne  
pour la santé mentale  
Sudbury/Manitoulin

**POSTING: Justice Case Manager**

**Full - Time: 35 Hours per week**

**RESPONSIBILITY:**

Reporting to the Justice Coordinator the Justice Case Manager is responsible for the delivery of mental health support services to individuals involved in the Criminal Justice System.

**QUALIFICATIONS:**

- University Degree in a human services area or Canadian equivalent
- **Bilingualism is essential for this position**
- Minimum one year experience working within adult mental health services
- Good knowledge of mental disorders and their treatment
- Good knowledge of the Criminal Justice System as well as programs and services available in our community
- Registration with a professional body

**SALARY:**

\$41,534

**LOCATION:**

Canadian Mental Health Association – Sudbury Manitoulin, 111 Elm Street, Suite 100

**TO APPLY:**

Please complete the employment package available at <http://sm.cmha.ca/get-involved/employment/> and submit to the attention of Human Resources

By email: [recruiting@dibrinasure.com](mailto:recruiting@dibrinasure.com)

By Mail: DiBrina Sure Human Resources

62 Froud Road, Suite 302, Sudbury, Ontario, P3C 4Z3

By Fax: 705-688-9060

**DEADLINE:**

The deadline for accepting applications is **Friday, June 23, 2017** by 12:00 noon

INTERVIEW DATE: TBD

*"Personal information submitted will be used for the purpose of determining suitability for these openings only. All applicants are thanked for their interest; however, only those selected for an interview will be contacted. CMHA follows the AODA legislation and support persons with disabilities with accommodations. Please notify us if you have any accessibility requirements. Canadian Mental Health Association is an equal opportunity employer."*



**Canadian Mental  
Health Association**  
Sudbury/Manitoulin

**Association canadienne  
pour la santé mentale**  
Sudbury/Manitoulin

**AFFICHAGE: Gestionnaire de cas — justice**  
**À temps plein : 35 heures/semaine**

**RESPONSABILITÉS :** Relevant de la coordonnatrice du programme de justice, le/la gestionnaire de cas de justice fournit des services de soutien de la santé mentale aux personnes impliquées dans le système de justice pénale.

**RESPONSABILITÉS SPÉCIFIQUES INCLUSES:**

- Effectuer des évaluations préalables, sur demande, et fournir la planification de déjudiciarisation pour cause de troubles mentaux.
- Fournir le soutien clinique pour adresser les résultats et objectifs qui sont dérivés du plan de soutien de l'individu.

**QUALIFICATIONS :**

- Diplôme universitaire dans un secteur des services humains ou équivalent canadien
- Le bilinguisme est essentiel pour ce poste
- Minimum d'un an d'expérience dans les services de santé mentale pour adultes
- Bonne connaissance des troubles mentaux et de leur traitement
- Bonne connaissance du système de justice pénale ainsi que des programmes et services disponibles dans notre communauté
- Enregistrement auprès d'un organisme professionnel

**SALAIRE :** 41,534 \$

**EMPLACEMENT :**

Association Canadienne pour la santé mentale – Sudbury/Manitoulin, 111 rue elm

**POUR POSTULER :**

Veuillez compléter la trousse de demande disponible à <http://sm.cmha.ca/get-involved/employment/> et soumettre à l'attention des ressources humaines

Par courriel: [recruiting@dibrinasure.com](mailto:recruiting@dibrinasure.com)

Par courrier: DiBrina Sure Human Resources

62, chemin Froad, bureau 302, Sudbury, Ontario, P3C 4Z3

Par télécopieur: 705-688-9060

**DATE LIMITE :**

Le délai d'acceptation des candidatures est le vendredi 23 juin 2017 avant 12 h.

DATE D'ENTREVUE: à déterminer

*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 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 applique une politique au principe d'équité en emploi.*



Canadian Mental  
Health Association  
Sudbury/Manitoulin  
Mental health for all

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

## JUSTICE CASE MANAGER

**INCUMBENT:****REPORTS TO:** Justice Coordinator**PROGRAM:** Clinical Services**APPROVED BY:** Board of Directors**DATE APPROVED/REVISED:** March 22, 2017**HOURS:** 35 hours/week

### POSITION SUMMARY

Under the direction of the Justice Coordinator, the Justice Case Manager provides comprehensive community treatment, rehabilitation and support to referred individuals with a Serious Mental Illness (SMI) within a Justice Case Management Team. Staff to 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 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**

- Develops goal-focussed support/care 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.



Canadian Mental  
Health Association  
Sudbury/Manitoulin  
Mental health for all

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

## JUSTICE CASE MANAGER

- Liaises with court personnel, North Bay Psychiatric Hospital, Sudbury District Jail and service providers.

### 3. Provides 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 individuals to develop a Release from Custody Plans including referrals and activities.
- 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.



Canadian Mental Health Association  
Sudbury/Manitoulin  
Mental health for all

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

## JUSTICE CASE MANAGER

### 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 a health related discipline.
- Minimum 1 year experience working in the mental health 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, 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.
- Bilingualism is essential.
- Excellent interpersonal and communication skills.

## 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.



Canadian Mental  
Health Association  
Sudbury/Manitoulin  
*Mental health for all*

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

## JUSTICE CASE MANAGER

<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.
<b>Functional Skills</b>	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.