



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 **Residential Worker**: Full-time: 35 hours / week, and Part-time: Up to 21 hours / week (shifts include weekdays, evenings & weekends)

The package contains (for your information):

1. **Job Posting**
2. **Job Description “Residential Worker”**
3. **CMHA Job Application Form**
4. **Scenario Questions**
5. **Job Applicant Screening Form**

Requirements for submission:

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



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POSTING: Residential Worker

Full-time: 35 hours / week

Part-time: Up to 21 hours / week (shifts include weekdays, evenings & weekends)

RESPONSIBILITY:

The Residential Worker (RW) will provide assistance and support to individuals in activities of daily living, as well as assist individuals with services identified in their care plan and ensuring it is delivered in a safe, timely and effective manner. The RW will also assist the Residential Coordinator with support and service operations.

QUALIFICATIONS:

The positions require a post-secondary Diploma / Degree or Canadian equivalent in health or related discipline. One year experience working in the mental health field or with adult consumers of mental health and families is an asset.

Bilingualism is essential for 50% of the positions.

SALARY: \$15.89/ hour

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 employees.

LOCATION: Sudbury

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

By Mail: DiBrina Sure Human Resources

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

By Fax: 705-688-9060

DEADLINE:

Thursday, August 3rd, 2017 by noon

INTERVIEW DATE: August 2017

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 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.



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AFFICHAGE: Travailleur(euse) résidentiel(le)

À temps plein : 35 heures par semaine

À temps partiel : jusqu'à 21 heures par semaine (inclus en semaine, les soirées et les fins de semaine)

RESPONSABILITÉS:

Le travailleur résidentiel ou la travailleuse résidentielle aidera les clients à accomplir les activités courantes de la vie quotidienne. Il ou elle fournira des services complets en ce qui concerne le régime de soins individuel de tous les individus et s'assurer que le régime se fait délivrer à temps, en sécurité et efficacement. Il ou elle aidera aussi la coordonnatrice résidentielle à servir les individus et contrôler les opérations.

QUALIFICATIONS :

Ces postes exigent un diplôme d'études postsecondaires, un baccalauréat, ou l'équivalent canadien en santé ou dans une discipline connexe. De l'expérience de travail en santé mentale ou avec des consommateurs de santé mentale adultes et leurs familles est un atout.

Le bilinguisme est essentiel pour 50% des postes.

SALAIRE: \$15,89/ heure

EMPLACEMENT: Sudbury

POUR FAIRE UNE DEMANDE:

S'il-vous plaît, remplissez une trousse de demande en matière d'emploi sur notre site web à <http://sm.cmha.ca/get-involved/employment/> et faites-le parvenir à l'attention de : Ressources humaines

Par courriel : recruiting@dibrinasure.com

Par la poste: DiBrina Sure Human Resources

62, rue Froot, Unité 302, Sudbury, ON P3C 4Z3

Par télécopieur : 705-688-9060

DATE LIMITE: le jeudi 3 aout 2017, par midi

ENTREVUES: aout 2017

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.



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RESIDENTIAL WORKER

INCUMBENT: TBC

REPORTS TO: Residential Coordinator

PROGRAM: Housing

APPROVED BY: Board of Directors

DATE APPROVED/REVISED: January 2014

HOURS: Full-time 35 hrs/ week, Part-time up to 21 hrs/ wk

POSITION SUMMARY:

Under the direction of the Residential Coordinator, provides assistance and support to clients in activities of daily living (ADL) as directed by the client/ program. Providing a continuum of functions; including building relationships, life skills teaching, homemaking and experiential learning.

ESSENTIAL JOB RESPONSIBILITIES:

1. Provides support to client to assist in their recovery

- Providing assistance and support with tenants in their activities of daily living.
- Assisting all tenants with support services identified in their care plan and ensuring it is delivered in a safe, timely and effective manner.
- Advising Residential Coordinator on tenant and program operations.

2. Assists in the daily functions of the transition home

- Providing orientation to new tenants.
- Ensuring tenants participate in household cleaning expectations.
- Ensuring tenants follow house rules and regulations.

3. Develops and maintains effective client/ staff relations

- Maintaining awareness of tenants progress by documenting, reviewing, and other related documentation requirements.
- Participates/facilitates in tenant meetings, tenant activities, communication building and conflict resolution as required.
- Recognizing and respecting individuals that are accepting service self-direction.

4. Develops educational programs relevant to identified needs

- Organizing and conducting direct skill teaching with tenants.
- Evaluating and recording effectiveness of activities through documentation, tenant update meetings and on-going individual support.

5. Routinely monitors client's health

- Documenting and reporting any health related concerns identified by the tenant and or their supports.
- Responding immediately to any urgent health issues.



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6. Assists in meeting the objectives of the care/ strategic plans

- Providing support to tenants 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.
- Participating in the evaluation of program goals and objectives, making recommendations on changes to current program activities for improved service delivery.

7. Ensures all file management and reporting functions are maintained in a comprehensive and timely manner

- Ensuring tenant contacts are recorded appropriately and in a timely manner utilizing the agencies database program.
- Ensuring daily activity summaries are completed
- Ensuring that monthly, annual, and other required reporting documentation are completed.

8. Maintains up-to-date knowledge of the Mental Health Act and related legislation, the structure and personnel of local community support agencies, government departments, institutions and other groups relevant to the tenants needs, population, and trends and developments in the community that could affect the provision of mental health services

9. Represents program and agency in a professional manner through embracing and fostering the CMHA culture, respectful communication and ethical decision making.

10. Provides support to volunteers and students and other staff assigned to the program area

11. Substitutes for and assists other agency staff where skills are applicable

- Providing additional support to staff as required.

12. Avails self of opportunities for professional development

- Bringing forward training needs and takes responsibility for seeking out relevant training opportunities.
- Fosters the problem solving approach in daily activities with tenants, family members and community supports.
- Participating in workshops and seminars as required.
- Attending and participating in Agency and program meetings as required.

13. Works within the Policies and Procedures of the CMHA Sudbury Branch

ESSENTIAL RESPONSIBILITIES AND DUTIES:

- Carrying out all duties of the Residential Worker position in a moral and ethical manner.
- Being present at the scheduled time of the day ready for the performance of duties.
- Being ready emotionally and physically to perform duties.



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JOB SPECIFICATIONS/ QUALIFICATIONS:

- **Qualifications**
 - Completion of a diploma or degree in a human services area.
 - Minimum one year experience working with adult consumers of mental health
 - Related experience in: human resources, project management preferred.
 - Proficiency in both official languages is essential for 50% of these positions.

- **Knowledge**
 - Knowledge of Mental Health legislation, Occupational Act: Health & Safety, Ontario Human Rights Code, Tenant Protection Act and Long Term Care Act
 - Understanding of Mental Health Policy
 - Knowledgeable of community agencies and resources

JOB SPECIFIC COMPETENCIES

The following competencies are required for this position:

Teamwork and Collaboration	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.
Coping	Able to maintain a mature problem-solving attitude while dealing with interpersonal conflict, hazardous conditions, personal rejection, hostility or time demands.
Assertiveness	Able to maturely express one's feelings and opinions in spite of disagreement: accurately communicate to others regardless of their status or position.
Perceptivity	Able to interpret verbal and non-verbal behaviour; to develop accurate perception and understanding of others feelings, need, values and opinion; to be sensitive to and aware of personality differences and conflicts.
Interaction	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