



## MPA Society

Empowerment in Mental Health since 1971

December 9, 2018

### INTERNAL JOB POSTING

POSTING NUMBER: 2018-03

POSITION: Mental Health Worker  
Regular Full Time

UNION: HEU – MPA Certification

PROGRAM: Hampton Hotel  
Vancouver

SALARY RANGE: Grid 10A: \$21.85 – \$23.69

HOURS OF PAY: 37.5 hours per week

SCHEDULE: Monday to Friday: 8:00 am to 4:00 pm

START DATE: ASAP

All candidates subject to a criminal records search.

Qualifications and job description attached.

**Applications and resumes to:** Diana Pham  
Human Resources Coordinator  
[hr@mpa-society.org](mailto:hr@mpa-society.org)  
122 Powell Street  
Vancouver, BC V6A 1G1  
No later than 4 p.m. Wednesday, January 17, 2018

\*\* Days and hours of work may change.

cc Union  
File



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## **Job Description – Mental Health Worker**

Supported Housing

<b>Classification Benchmark:</b>	Mental Health Worker
<b>Grid Level:</b>	Grid 10A
<b>Collective Agreement:</b>	Community Subsector Association
<b>Reports To:</b>	Manager, Supported Housing

### **Job Summary**

Assists clients with mental, developmental, and/or physical disabilities to live successfully in the community by determining appropriate care to meet individual needs and situational requirements. Provides a variety of day-to-day physical, emotional, and social supports, advocacy, life skills assistance, information, resources and demonstrations.

### **Functions & Responsibilities**

1. Participates in case planning with clients and/or healthcare providers by performing duties such as interviewing clients to identify problems and needs, obtaining required information from a variety of sources such as families and care providers, documenting client needs and wants, and assisting clients to determine appropriate programs.
2. Advocates for clients by problem solving in areas such as landlord-tenant disputes, financial assistance, accessing community resources, and obtaining volunteer or work placements.
3. Observes clients, identifies and assesses potential emergency situations, and develops short-term strategies to deal with such situations. Reports medical, behavioural, and other problems as required. Provides feedback and input regarding clients' needs, performance, and progress.
4. Provides supportive feedback, demonstrations, modeling, and behaviour management to clients, their families, and their personal networks, to assist with the development of physical, social, emotional, and life skills such as maintaining personal hygiene, housekeeping, meal planning and preparation, meeting financial obligations, making and keeping appointments, and interpersonal skills.
5. Provides medication support, in accordance with established policy.
6. Identifies available social, economic, recreational, and educational services and resources in the community that will meet clients' needs. Provides clients with related information.
7. Facilitates clients' physical, recreational, educational, and employment needs by performing duties such as arranging for clients to be transported to programs/services, assisting clients to attend appointments, and implementing programs.



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8. Carries out administrative transactions such as petty cash, client accounts, collecting rents and money from clients for personal items, completing forms and making deposits and withdrawals.
9. Completes and maintains related records and documentation such as care plans, progress reports, statistics, and daily logs.
10. Ensures the maintenance, cleanliness, and safety of programs and residence. Contacts outside contractors for maintenance work as required. Ensures the residence's inventory of supplies is maintained by performing duties such as contacting outside suppliers and following up on discrepancies.
11. Assists clients to search for housing, negotiate tenancy agreements, arrange for security deposits and payments of rent, acquiring furnishings and household items, arranging for utilities, negotiating moving allowances, arranging for movers and physically assisting with moves.
12. Receives client feedback, and inquiries and complaints, and responds as required.
13. Orientates new staff by sharing job information.
14. Provides direction to volunteer and or practicum students as required.
15. Performs other related duties as assigned.

### **Education, Training & Experience**

1. B.A. in Behavioral Sciences or Diploma in Community Social Service - Mental Health preferred.
2. Class V BC Driver's License (optional requirement for operation of agency van).
3. Certificate in CPR, First Aid, and Food Safe.
4. Recent related experience in a like setting of two years.
  - a. Or an equivalent combination of education, training, and experience.
  - b. Or other qualifications determined to be reasonable and relevant to the level of work.

### **Skills & Abilities**

1. Physical ability to carry out the duties of the position.
2. Ability to work independently and in cooperation with others.
3. Ability to operate related equipment.
4. Ability to communicate effectively, both verbally and in writing.
5. Ability to organize and prioritize.
6. Ability to observe and recognize changes in clients.
7. Ability to establish and maintain rapport with clients, staff and management and collateral service providers.
8. Home management skills.
9. Ability to instruct.
10. Ability to analyze and resolve problems.
11. Conflict resolution and crisis intervention skills.
12. Advocacy skills.
13. Knowledge of Psychosocial Rehabilitation and Concurrent Disorders including theories and methods.