



## MPA Society

Empowerment in Mental Health since 1971

October 5, 2018

### JOB POSTING

POSTING NUMBER: 2018-66

POSITION: Mental Health Worker  
Temporary Full Time (until return of incumbent)

UNION: HEU – MPA Certification

PROGRAM: Sanford Apartments  
Vancouver

SALARY RANGE: Grid 10A: \$22.38 – \$24.26

HOURS OF PAY: 37.5 hours per week

SCHEDULE: Monday to Friday: 0730 hrs – 1530 hrs

START DATE: TBA

All candidates subject to a criminal records search.  
Qualifications and job description attached.

**Please indicate posting number 2018-66 when submitting 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

Internal Applications no later than 4 p.m. Friday, October 12, 2018

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

cc Union  
File



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

Sanford Apartments

<b>Classification Benchmark:</b>	Support Worker 2
<b>Grid Level:</b>	Grid 10A
<b>Collective Agreement:</b>	Community Subsector Association
<b>Reports To:</b>	Manager, Sanford Apartments

### **Job Summary**

Working in and from the worksite, the Mental Health Worker provides assistance, support and basic skill training to tenants in their living environment while encouraging independence, self responsibility, and healthy lifestyle choices.

The Mental Health Worker provides services through identification, coordination and facilitation of available community resources. These resources may include referral to community mental health services, referral to medical health services and connection to other housing services.

### **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, by 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, behavioral, and other problems as required. Provides feedback and input regarding clients' needs, performance, and progress.
4. Provides supportive feedback, demonstrations, modeling, and behavior 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. Provides meal programs or support in accordance with established policy.



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7. Identifies available social, economic, recreational, and educational services and resources in the community that will meet clients' needs. Provides clients with related information.
8. 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.
9. Carries out administrative transactions such as petty cash, client accounts, collecting rents.
10. Completes and maintains related records and documentation such as care plans, progress reports, statistics, and daily logs.
11. 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.
12. Assists clients to secure their housing, negotiate tenancy/program 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.
13. Receives client feedback, and inquiries and complaints, and responds as required.
14. Orientates new staff by sharing job information.
15. Provides direction to volunteer and or practicum students as required.
16. Performs other related duties as assigned.

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

1. A minimum of two (2) years post secondary education in mental health & addictions and a minimum of two (2) years experience in a similar setting with a mental health and addictions related agency, with responsibility for front line service delivery, crisis intervention, debriefing and support, conflict resolution and case planning or an equivalent combination of education, training and experience.
2. Extensive working knowledge of psychosocial rehabilitation approaches and services including individual service plan development and implementation and life skills training.
3. A solid background and knowledge of concurrent disorders with related work experience.
4. Two (2) years experience working with people with mental illness or those at risk of homelessness and a demonstrated commitment to promoting empowerment and individual/group advocacy.
5. Satisfactory criminal record check.
6. Satisfactory result from a TB skin test.

### **Skills & Abilities**

1. Physical ability to carry out the duties of the position.
2. Able to work independently with minimal supervision, exercise initiative and good judgment
3. Ability to operate related equipment.



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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. Ability to assist with medication support and to follow established policies and procedures.
13. Advocacy skills.
14. Knowledge of Psychosocial Rehabilitation and Concurrent Disorders including theories and methods.