

CMHA VANCOUVER-FRASER BRANCH

<u>JOB TITLE</u>	Leisure Volunteer Access Coach GET SET and CONNECT Program
<u>UNION</u>	HEU
<u>HOURLY WAGE</u>	\$25.27 to \$27.43/hour
<u>FTE</u>	Temporary 0.8, Part Time, 28 hours/week
<u>REPORTS TO</u>	Team Lead – Get Set & Connect
<u>START DATE</u>	ASAP
<u>APPLY TO</u>	Marnie Lucas, Team Lead – Get Set & Connect marnie.lucas@cmha.bc.ca

MISSION STATEMENT

As the nation-wide leader and champion for mental health, the Canadian Mental Health Association facilitates access to the resources people require to maintain and improve mental health and community integration, build resilience, and support recovery from mental illness.

POSITION SUMMARY

The Leisure Volunteer Access Coach provides the full continuum of support to clients seeking to participate and engage in community recreation, leisure and volunteer activities on their own and/or in small groups through the GET SET & CONNECT program.

DUTIES AND RESPONSIBILITIES

- Responsible for an assigned caseload of clients;
- Provides orientation, intake, leisure/volunteer assessment, and referral services to newly referred clients;
- Develops unique leisure/volunteer service plans for individual clients based on the client's needs and interests;
- Engages clients and establishes trusting, collaborative relationships directed towards the goal of participation in community recreation/volunteer activities;
- Works to develop networks and links with community recreation/volunteer activity providers;
- Provides education and support to community recreation/volunteer activity providers as agreed upon by the client which may facilitate the client's participation;
- Provides ongoing 1-to-1 support, coaching and leisure/volunteer education to clients as needed in the community setting, virtually, by telephone or on-site(office);

- Ensures ongoing communication regarding client progress with case managers and/or other professionals with consent; **as required
- Ensures the coordination of client's departure from the program, including file closure and referrals to further community, educational, and training resources as needed;
- Maintains up to date written and electronic documentation of individual leisure service plans, progress notes, program information, and records of communication with external parties;
- Facilitates group orientation and networking sessions;
- Documents and reports serious incidents in-line with agency procedures;
- Drafts the program's operational procedures, policies and evaluation framework for approval and implements these procedures and policies;
- Ensures that clients and other community stakeholders have regular and accurate information about program activities, goals and evaluations;
- Ensures information about other relevant services is available to clients;
- Educates and encourages community facilities to be accessible to people with mental health and/or substance use concerns;
- Represents the program and CMHA on community workgroups, committees and other forums in order to provide input into the development and coordination of all mental health services;
- Prepares estimates for the Accounting Department regarding day-to-day elements of the annual operating budget, and monitors expenses within that budget;
- Supervises trains and evaluates the performance of practicum students, program volunteers and other temporary staff;
- Completes First-Aid, Non-Violent Crisis Intervention Training, and Suicide Awareness Training and/or any other training as deemed appropriate by the employer;
- Other duties as assigned.

General

- Attends monthly staff meetings, committee meetings and others as required;
- Submits regular activity reports, timesheets, expense forms, etc. as required;
- Reinforces and models work-related behaviour and interpersonal skills;
- Represents the agency in a professional manner;
- Provides cover for other program staff as appropriate and required;
- Other related duties as appropriate and required.

POSITION QUALIFICATIONS

- Diploma in Therapeutic Recreation or a degree in a related discipline, or a combination of relevant education and experience;
- Minimum 1 year experience working with adults who are living with a mental health and/or substance use concern in a rehabilitation setting;
- Demonstrated understanding, appreciation and ability to promote integration into the community for clients with mental health and/or substance concerns;
- A full understanding and appreciation of the principles of psychosocial rehabilitation and recovery model;

- Ability to work effectively as part of a team as well as independently;
- Excellent communication skills, both written and verbal;
- Demonstrated skill in word processing and spreadsheet computer applications;
- Fluency in a second language desirable;
- Current First Aid/CPR certification;

CMHA, Vancouver-Fraser Branch is committed to our workforce reflecting the diversity of the communities within which we work. As such, we encourage applications from persons with disabilities, members of visible minorities, First Nations, Inuit, and Métis people, people of all sexual orientations and genders, and others who may contribute to the diversity of our staff.