

CMHA VANCOUVER-FRASER

Position Posting

<u>JOB TITLE</u>	Vocational Rehabilitation Counsellor (STEPS Rehabilitation Program)
<u>UNION</u>	Hospital Employees Union
<u>CLASSIFICATION</u>	Health Science Professionals Bargaining Association Paramedical Grid Level 8, \$31.99 to \$39.98
<u>REPORTS TO</u>	Regional Manager, Vocational Rehabilitation Services
<u>FTE</u>	0.8 FTE (part time, 30 hours per week)
<u>HOURS OF WORK</u>	9-5
<u>START DATE</u>	ASAP
<u>APPLY TO</u>	Genieveve Apolinar, Regional Manager, Vocational Rehabilitation Services Genieveve.apolinar@cmha.bc.ca

MISSION STATEMENT

As the nation-wide leader and champion for mental health, CMHA 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 Vocational Rehabilitation Counsellor provides the full continuum of support to clients seeking competitive, paid employment in an integrated community setting. Working alongside, and in liaison with, mental health team or other referring clinical staff, the Counsellor ensures the integration of vocational rehabilitation into treatment planning and case management.

Specific responsibilities include engagement, continuous assessment and the development and implementation of vocational rehabilitation plans. The Counsellor provides any, or all, of a full range of supports to individual clients including one-to-one counselling, direct job marketing to potential employers, independent job search support, liaison with employers and on-site job coaching. The Counsellor also facilitates ongoing one-to-one and group support sessions as required.

DUTIES AND RESPONSIBILITIES

- Responsible for an assigned caseload of clients either linked to one or more mental health teams or independently referred;
- In liaison with referring clinical staff, coordinates individual client intake into the program ensuring the timely assessment, entrance and orientation of participants;
- Engages clients and establishes trusting collaborative relationships directed towards the goal of competitive employment in an integrated community setting;
- In conjunction with the client, their case manager and / or other appropriate professionals, assesses client's vocational functioning on an ongoing basis and facilitates the setting of appropriate vocational rehabilitation plans;

- Works to develop networks and links with community employers;
- Conducts job development, direct marketing and job search activities directed towards positions that are consistent with the needs and interests of the client;
- Provides education and support to employers as agreed upon by the client which may include negotiating job accommodations, workplace agreements and ongoing contact with the employer;
- Provides on-site job coaching to ensure orientation and training to clients;
- Provides ongoing support and training at the job site, by telephone, through one-to-one counselling and by facilitating group support meetings;
- Ensures close and ongoing communication with case managers and / or other appropriate professionals through regular contact and (e.g. attending case and team meetings as agreed) in order to integrate vocational goals into mental health treatment;
- Ensures the coordination of participant's departure from the program, including file closures and referrals to further community, educational and training resources as needed;
- Provides education to case managers and other mental health service providers regarding the Individual Placement and Support (IPS) model and employment in general;
- Maintains up to date information on labour market trends and job marketing techniques;
- Ensures that employment team colleagues are kept up-to-date on clients' progress in order to facilitate support cover during staff absences;
- Maintains written and computerized vocational plans, progress notes, program information and records of communication with external mental health and personal supports;
- In conjunction with the Team Supervisor, recommends and documents program operating procedures, policies and curricula;
- In conjunction with the Team Supervisor, sets service goals and objectives and ensures that the program is reviewed and evaluated on an ongoing basis against such criteria;

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.

QUALIFICATIONS AND EXPERIENCE

- A bachelors degree in a health or social services field and eligibility for registration as a rehabilitation professional with a recognized association;
- Minimum 1 years vocational counselling or job marketing / development experience;
- Minimum 1 year experience working with individuals with a severe and persistent mental illness;
- Working knowledge of psychosocial rehabilitation principles;
- 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 computer applications;
- Fluency in a second language desirable.

POSITION REQUIREMENTS

- Possession of a valid BC driver's license and use of a personal vehicle during working hours;
- First Aid / CPR certification.