



Canadian Mental  
Health Association  
Vancouver-Fraser  
Mental health for all

Association canadienne  
pour la santé mentale  
Vancouver-Fraser  
La santé mentale pour tous

## CMHA VANCOUVER-FRASER

### Position Posting

<b>Job Title:</b>	Vocational Rehabilitation Counsellor – Job Developer Focus
<b>Union:</b>	Hospital Employees Union
<b>Classification:</b>	Health Science Professionals Bargaining Association Paramedical Grid Level 8 to 12 Phase In, \$39.14 to \$48.88 per hour
<b>Reports To:</b>	Regional Manager, Vocational Rehabilitation Services
<b>FTE:</b>	Casual (As Needed), Temporary until October 31, 2023 (with the possibility of extension)
<b>Hours of Work:</b>	9am – 5pm PST
<b>Location of Work:</b>	Hybrid (Office and Remote)
<b>Start Date:</b>	ASAP
<b>Apply To:</b>	Genievieve Apolinar, Regional Manager, Vocational Rehabilitation Services <a href="mailto:Genievieve.apolinar@cmha.bc.ca">Genievieve.apolinar@cmha.bc.ca</a>

### 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.

**Vancouver Office** 110 - 2425 Quebec Street, Vancouver, BC V5T 4L6  
**New West Office** 233 – 610 Sixth Street, New Westminster, BC V3L 3C2  
**Delta Office** 4871 Delta Street, Delta, BC V4K 2T9  
**Website** [vf.cmha.bc.ca](http://vf.cmha.bc.ca)

Tel: 604-872-4902 Fax: 604-872-5934  
Tel: 604-516-8080 Fax: 604-872-5934  
Tel: 604-943-1878





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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 labor 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; and
- 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.

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## **DUTIES AND RESPONSIBILITIES (JOB DEVELOPER FOCUS)**

- Consults with Vocational Counsellors and other rehabilitation workers regarding the clients' individual vocational/employment plans and strategies to ensure job success;
- Within a client-centered rehabilitation approach, interviews clients and identifies interests, skills, suitability and job readiness. Refers to other programs as required, and provides information regarding available community services;
- Directly markets clients by contacting employers and accompanying clients to interviews, or provides self-directed job search suggestions, or finds community work experience and/or job shadows/trials;
- Arranges/negotiates workplace modifications with the employers if required;
- Provides education and support to employers/human resource personnel, as required, to assist in the hiring process, develops job marketing plans, and information packages for employers;
- Assists clients, either individually or on a group basis, with resume writing, job search skills, and job retention skills;
- Follows up with employers to ensure work experience placements and employment agreements are established and maintained, and monitors the quality of placements;
- Assists employers to work with clients by performing duties such as providing education and information, and advising on client special needs;
- Develops and maintains a working/networking relationship with other staff at vocational resource organizations, provincial and federal vocational training programs, wage subsidy programs, and others to foster employment opportunities for this population group;
- Prepares and maintains progress reports on all referred clients; and
- Provides an ongoing commitment to client services and continuous improvement to ensure enhanced client services and the most effective delivery of service.

## **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 behavior and interpersonal skills;
- Represents the agency in a professional manner;
- Provides cover for other program staff as appropriate and required; and
- Other related duties as appropriate and required.

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## **QUALIFICATIONS AND EXPERIENCE**

- A bachelor's degree in a health or social services field and eligibility for registration as a rehabilitation professional with a recognized association;
- Minimum 1-year 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; and
- 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; and
- First Aid / CPR certification.

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