



POSITION DESCRIPTION

Position Title:	Life Skills Worker (Relief)		
Program Name:	PHOENIX	Position Class:	5
Reports To:	Program Manager – Peer Initiatives and Vocational Services	Location (Work Site):	Peterborough
Effective Date: July 25, 2016		Review Date:	

Position Summary:

The Life Skills worker in the PHOENIX program provides a supportive skill building environment for adults who are living with a developmental disability or dual diagnosis through community, social, physical, nutrition and mental wellness activities as mandated by the Ministry of Community and Social Services (MCSS).

Key Responsibilities

1. Client Supports

- Provide support to clients in accordance to the new legislation “ Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008”
- Identifies client needs and develops an Individual Service Plan (ISP) as required
- Completes monthly goal plans with clients on their caseload
- Completes referrals as required
- Responds or assists in emergency/crisis situations utilizing effective crisis management skills
- Works within a multidisciplinary team approach using best practice and measurable outcomes
- Implements and monitors client behavior plans as developed by registered therapists
- Encourage the development of natural social support systems



2. Programming & Groups

- Develop and implement life skills programs based on best practice/successful teaching methodologies
- Develop and implement or connect to existing community based social and recreational opportunities
- coordinate and provide skill development opportunities to enable clients to volunteer in community activities of interest to encourage citizenship
- Facilitate programming in both small and large group settings
- Work effectively with community partners to coordinate internal and community based educational programming leading to skill development
- Consistently measure and analyze the successful outcomes of skill development programs and services
- Foster an encouraging and enriching learning environment

3. Documentation

- Ensures all electronic and paper client documentation is accurately recorded in a timely manner, e.g. consents, progress notes, service agreements, crisis plans, safety reports, risk assessments etc. as required by agency and program policies and procedures
- Completes the initial ISP as required and ensures the ISP remains current; renews the ISP every 12 months thereafter
- Completes all other necessary program documentation, e.g. required monthly Ministry stats
- Completes required documentation as described in the program staff manual, e.g. referrals for behavioural support plans, housing programs, etc.
- Completes administrative tasks, e.g. expense claims, time sheets, Visa requests etc.

4. Building/Fostering Relationships in the Community

- Liaises with care providers, behavior therapists, service providers, community partners and other professionals in the field as a component of service provision
- Participates in community outreach activities through the development of collaborative partnerships, participation on inter-agency committees and through presentations, education and visits to community agencies and services as appropriate

5. Team Work and Collaboration



- Within the PHOENIX program the life skills worker demonstrates strong interpersonal and collaborative skills.
 - Works independently and as part of inter-disciplinary team as well as with community partners to provide seamless coordinated services
 - Actively participates in staff and team meetings
 - Actively participates in community committees as required
- Contributes to the overall development and smooth functioning of the PHOENIX Program and the agency through committee involvement

6. Performance Management and Professional Development

- Participate cooperatively in the agency performance management process/system
- Stay current on relevant legislation and best practices, current research, policies and procedures
- Participate in ongoing professional development and mandatory training
- Actively engage and participate in supervisory process

7. Health and Safety – Worker Responsibilities

- Work in compliance with the Occupational Health And Safety Act, applicable regulations and all organizational health and safety requirements and procedures to ensure the health and safety of clients, staff/colleagues, volunteers and students
- Actively participate in workplace, departmental and job-specific health and safety orientation, education and training
- Use or wear any equipment, protective devices or clothing required by the employer
- Operate any equipment and work in a way that does not endanger oneself or any other worker
- Comply with established policies, procedure and work practices regarding health and safety
- Identify and report workplace and job hazards, defects and contraventions of the Act to your supervisor or employer
- Report health and safety problems to your supervisor or employer
- Notify your supervisor if clarification of a policy, procedure or safe work practice is needed
- Use initiative to reduce risk and apply discretion to solve problems, within scope of authority



- Work co-operatively with co-worker, supervisor, JHSC members and others

8. Client Safety

- Adhere to CMHA HKPR client safety programs including verification and checking procedures as well as infection control and prevention procedures. Maintain open lines of communication with clients, family members, and fellow staff to maintain highest quality levels for client safety. Report client safety incidents and suggested improvements to manager or delegate.

9. Quality Assurance Measures (QAM)

- Work in compliance with Quality Assurance Measures as outlined in Reg. 299/10 of the “Services and Supports to Promote Social Inclusion of Persons with a Developmental Disability Act, 2008”
- Work in compliance with all CMHA HKPR Quality Assurance Measures policies and procedures

10. Other duties as assigned

- Attend, participate in team/staff meetings, and all-staff meetings as required
- Participate in agency quality improvement activities, e.g. accreditation projects, committee work, special events, etc.
- Participates in MCSS compliance, audit and quality improvement activities (QAM) as required
- Participate in quality improvement activities at the team/program level
- Participate in external committees as required
- Duties may change from time to time

Requirements of the Position:

A: Education and Training

This position requires successful completion of post secondary education in a social/health science discipline.

We recognize that mandatory training before hire is an asset, however, successful completion of the training applicable to this role shall be requirements for continued employment in this position: (only select those relevant to your position)



- WHMIS
- ASIST
- NVCI
- CRMS
- First Aid/CPR
- Safe Food Handling
- QAM
- Back Care training

Assets with regard to this position:

- Developmental Service Worker Diploma
- Formal Training or Education in; Autism Spectrum Disorders, Fetal Alcohol Syndrome, WRAP, Healthy Relationships(Mackenzie Health training program)CBT informed, DBT informed, Solution focused Therapy informed, Trauma Informed, Motivational Interviewing, Concurrent Disorders

B: Related and Relevant Experience

Mandatory experience

- One year of experience, post-graduation, working with persons with a dual diagnosis or developmental disability
- Group facilitation skills
- Excellent organizational skills; demonstrated ability to self-manage time and multiple tasks
- Excellent skills in communication, advocacy on behalf of clients, collaboration with inter-professional teams, consultation with professional colleagues and the community
- Strong oral and written communication skills
- Demonstrated knowledge of computer applications (Microsoft Outlook, Word, databases)
- Excellent interpersonal skills, flexible, and works effectively at an individual, program and system level

Preferred experience

- Experience working within the developmental services sector in Ontario



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- Familiarity working within the developmental services sector within the HKPR area
- Experience working in the mental health sector



C: Competencies

Type of Competency	Level of Competency
Clinical	
Analytical Thinking and Decision Making	Intermediate/advanced
Client Management within the Community –	Intermediate/advanced
Client Supports	Intermediate/advanced
Commitment to Continuous Learning	intermediate
Crisis Intervention	Intermediate/advanced
Documentation	Intermediate/advanced
Human Development	Basic/intermediate
Mental Health/Concurrent Disorder/Dual Diagnosis	Basic/intermediate
Pharmacology	Foundational/basic
Screening and Assessment	intermediate
Service Planning	Intermediate/advanced
Substance Use/Addictions	Basic/intermediate
Behavioural	
Adaptability and Flexibility	Intermediate/advanced
Collaboration	Intermediate/advanced
Communication	Intermediate/advanced
Diversity	Basic/intermediate
Ethics	intermediate
Interpersonal	Intermediate/advanced
Professionalism	Intermediate/advanced
Teamwork and Multidisciplinary Approach	intermediate
Functional	
Analysis and Problem Solving	Intermediate/advanced
Knowledge of Community Resources	Basic/intermediate
Organization and Planning	Intermediate/advanced
Record and Information Management	Intermediate/advanced
Technical Computer Skills	Basic/intermediate
Cooking	Basic/intermediate

D: Other

- Valid driver’s license
- Satisfactory police records search and vulnerable sector screening
- Satisfactory references



Working Conditions:

- Works mainly in a day program and office setting with occasional community involvement
- Works directly with individuals living with dual diagnosis and/or addictions, and are experiencing emotional and/or mental health issues and are working towards recovery
- Works directly with individuals living with a dual diagnosis who experience crises, instability and various levels of functioning.
- There are multiple competing demands which require time management skills, the ability to be flexible and to prioritize
- Some evenings may be required

Approval/Revised Approval Dates:

Program Manager _____ Date _____

Program Director(s) _____ Date _____

Human Resources Manager _____ Date _____

I have read and understood the above position description.

Employee Signature

Date