



## Position Description

Position Title:	<b>Case Manager</b>		
Program Name:	Case Management & Intake programs, (Kawartha Lakes and Peterborough), Dual Diagnosis	Position Classification:	7 C.M.
Reports To:	Program Manager		
Effective Date:	October 2017	Review Date:	

### Position Summary:

The Case Manager provides intensive case management services to individuals through community-based, client-centered and strengths-based supports, that promote recovery, stabilization and independent living.

The Case Manager carries out these duties as a member of a multi-disciplinary team. Individualized supports and interventions are provided to clients in their home and in the community. Supports include crisis intervention, assessment, identification of service plan goals and objectives, ongoing service planning, evaluation of measurable outcomes related to client progress, case coordination and consultation with other service providers, and discharge planning or transfer of service, where appropriate.

The Case Manager position may support specialized client populations such as clients living with a dual diagnosis, clients with an acquired brain injury, and clients who are transitional age youth (T.A.Y.)

### Key Responsibilities

#### 1. Client Supports

- Define professional role, boundaries and function of case management with the client and develop a therapeutic rapport with the client
- Provide overall case coordination for clients
- Maintain an accurate and up-to-date understanding of the 'whole' client including their goals, needs, strengths, and resources including other supports they receive in



- the community
- Identify client needs and develops an Individual Service Plan (I.S.P.) using the Ontario Common Assessment of Need (O.C.A.N.) with measurable goals, objectives and outcomes
- Assist clients in bridging/navigating social service systems, including income supports (Ontario Disability Support Program, Ontario Works, etc.), psychiatric, medical, behavioural, vocational, educational, housing, and other support services as needed
- Assist clients in coordination and navigation of developmental service sector, including (but not limited to) resources available through the Adult Services Coordination Committee, the Developmental Service Ontario (D.S.O.), and through the Specialized Network of Specialized Care (S.N.C.)
- Assess, implement and develop evidence-based, best-practice interventions including but not limited to Cognitive Behavioural Therapy, Dialectical Behavioural Therapy, and Motivational Interviewing, psychosocial education, to promote improved psychological function and recovery
- Utilize a trauma-informed and concurrent-disorder-informed approach
- Provide needed support including development of a crisis plan and provide crisis intervention as required
- Advocate and make appropriate referrals, with consent, for needed services and supports as identified in the client's service plan
- Implement clinical interventions to assist clients to become stable, independent and prepared for discharge
- Stay current on relevant legislation, best practices, treatment approaches, basic psychopharmacology and agency policies and procedures
- Support the client's safety and wellness in the home environment as required
- Facilitate psychoeducational and therapeutic group programming as required
- Assist clients with medication reconciliation as required
- Provide mental health, developmental disorder, physical health and concurrent disorder information to individuals, care givers and other service providers
- Assist/intervene in emergency/crisis situations



## **2. Documentation**

- Ensure all client documentation is accurately recorded in a timely manner, as required by agency and program policies and procedures e.g. consents, progress notes, service agreements, crisis plans, safety reports, risk assessments, medication reconciliations, Home Safety Risk Assessments, etc.
- Complete the O.C.A.N. assessment and planning tool (I.S.P.) with clients according to the established O.C.A.N. completion schedule for that program
- Complete all other necessary program documentation e.g. internal and external referral forms
- Complete all required program-related data collection (e.g. statistics, outcome measures, etc.) in an accurate and timely manner
- Complete administrative tasks in a timely manner, e.g. expense claims, time sheets, Visa requests, etc.

## **3. Other Activities**

- Develop and promote collaborative partnerships with other service providers, agencies and community partners
- Participate in the identification, development, implementation and evaluation of other services in the Case Management portfolio, e.g. groups, presentations and other programming as required
- Participate in annual compliance review, as required

## **4. 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



## **5. 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 self 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 the supervisor or employer
- Report health and safety problems to the supervisor or employer
- Notify the 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, Joint Health and Safety Committee. members and others

## **6. Client Safety**

Adhere to C.M.H.A. H.K.P.R. client safety policies and procedures, including program policies, as well as infection control and prevention procedures. In partnership with clients, family members, and fellow staff, maintain open lines of communication to assist the organization in identifying and achieving quality outcomes for client safety. Report client safety incidents and suggested improvements to Program Manager or delegate.

## **7. Quality Assurance Measures (Q.A.M.) (Requirement for Dual Diagnosis program only)**

- 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 C.M.H.A. H.K.P.R. Quality Assurance Measures policies and procedures

## **8. 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.
- 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**

#### **Case Management Programs:**

Successful completion of a university degree in health or social sciences. A Bachelor of Social Work or BA/BSc.in Psychology is preferred. Formal education in the provision of human or social services and/or relevant experience (see below) is required.

#### **Specific to Dual Diagnosis Case Manager and Transitional Age Youth Case Managers**

Successful completion of post-secondary education (diploma or degree) in the social/health science disciplines. A minimum of Developmental Service Worker or Social Services Worker diploma with relevant experience is required.

**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:**

- Health and Safety Training (including but not limited to the following):
  - Globally Harmonized System (previously W.H.M.I.S.)
  - Infection, Prevention & Control
  - Workplace Violence



- Accessibility for Ontarians with Disabilities Act (A.O.D.A.)
- Applied Suicide Intervention Skills Training (A.S.I.S.T.)
- Non Violent Crisis Intervention (N.V.C.I.)
- Ontario Common Assessment of Need (O.C.A.N.)
- Client Record Management Software (C.R.M.S.)
- First Aid/C.P.R.
- Quality Assurance Measures (Q.A.M) (Dual Diagnosis and Transitional Age Youth streams only)

### **Assets with regard to this position:**

- Completion of a Master's degree is preferred, e.g. Masters of Social Work
- Formal education in the following: Cognitive Behavioural Therapy, Dialectical Behavioural Therapy or other forms of emotional regulation support, Motivational Interviewing, Concurrent Disorders, Trauma-Informed Therapy

### **B: Related and Relevant Experience**

#### **Mandatory experience**

- Three (3) years' experience related to case manager role
- Demonstrated experience and/or significant knowledge of working with client population (with acquired brain injury, or dual diagnosis, or youth, as required by specific program)
- Demonstrated ability to maintain a professional attitude, rational detachment and a problem-solving, therapeutic approach while working with sometimes challenging clients and in stressful situations
- Demonstrated ability to effectively utilize evidence-based interventions and treatments to address mental health
- Demonstrated ability to adapt treatment modalities to use with clients
- Demonstrated ability to be flexible, manage changing priorities and make quick decisions
- Demonstrated ability to be able to support the client holistically using the biopsychosocial model
- Demonstrated ability to work effectively with community partners
- Demonstrated ability to be creative in order to find solutions to problems



- Demonstrated ability to complete accurate and timely documentation
- Demonstrated ability to effectively manage change on an organizational and program level

### **Preferred experience**

- Concurrent disorder or addictions experience
- Mental health case management experience is preferred
- Experience working within the developmental services sector in Ontario (Dual Diagnosis and Transitional Age Youth only)
- Facilitating psychoeducational and psychotherapeutic groups
- Working knowledge of psychopharmacology

### **C: Competencies**

See Appendix A.

### **D: Other**

- Valid driver's license
- Automobile in good repair and insurance coverage as required by agency policy
- Satisfactory police records search and vulnerable sector screening
- Satisfactory references

### **Working Conditions:**

- Works directly with individuals living with serious mental illness and/or addictions, individuals who are experiencing emotional and/or mental health issues and are working towards recovery
- Works in an office setting and in the community, often in clients' homes
- Works directly with individuals experiencing crisis including emotional, serious mental illness and/or addictions
- Works directly with individuals who experience crises, instability and various levels of functioning, and who are in conflict or are at risk of coming in conflict with the criminal justice system



- Works in a stressful environment where there are multiple mental and emotional demands. There is a high volume of work as well as the requirement to respond to emergent situations including supporting individuals who are actively suicidal
- Transports clients in personal vehicle

Working Conditions Specific to Dual Diagnosis and Transitional Age Youth streams:

- Works directly with individuals experiencing crisis including emotional, serious mental illness and/or dual diagnosis and/or addictions
- Works directly with individuals (including T.A.Y) experiencing crisis including emotional, serious mental illness and/or dual diagnosis and/or addictions
- Works directly with TAY individuals living with Dual Diagnosis, mental illness, acquired brain injury, Fetal Alcohol Spectrum Disorder (F.A.S.D.) and/or concurrent disorder, who experience crises, instability and various levels of functioning, and who are in conflict or are at risk of coming in conflict with the criminal justice system

**Approval/Revised Approval Dates:**

Program Manager \_\_\_\_\_ Date \_\_\_\_\_

I have read and understood the above position description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date