



Provincial Job Description

TITLE:
(347) Community Mental Health Worker

PAY BAND:

FOR FACILITY USE:

SUMMARY OF DUTIES:

Delivers social and recreational activities for mental health clients in a group setting.

QUALIFICATIONS:

- ◆ Disability Support Worker certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Ability to work independently
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communications skills
- ◆ Valid driver's license, where required by the job

EXPERIENCE:

- ◆ Previous: No previous experience.

KEY ACTIVITIES:

A. Social / Recreation Activities

- ◆ Plans and implements social and recreation programs (e.g., bingo, card games, dances).
- ◆ Monitors and directs activities.
- ◆ Provides calendars of events to clients, group homes and community nurses.
- ◆ Liaises with community organizations regarding programming.
- ◆ Arranges transportation or delivers clients to and from outside program activities (e.g., books Central Vehicle Agency vehicles).
- ◆ Monitors/records/reports client participation in events.

B. Related Key Work Activities

- ◆ Answers phones and takes messages.
- ◆ Operates and maintains a canteen for clients.
- ◆ Maintains records and accounts for program costs, petty cash and canteen sales.
- ◆ Liaises with community nurses and group home staff regarding client needs/behaviours.
- ◆ Provides access to facility (e.g., lock/unlock doors).
- ◆ Cleans facility (e.g., refrigerators, stove, tables, counters, spills).
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: September 12, 2018