

FORWARD HOUSE COMMUNITY SOCIETY

JOB DESCRIPTION

TITLE: Mental Health Rehabilitation Worker

HOURS PER WEEK: Full-time, part-time. Permanent.

REPORTS TO: Executive Director

LAST REVISED: October 2023

JOB SUMMARY: To be part of a team offering individual community-based psychosocial rehabilitation services to adults with significant and persistent mental illness and/or co-occurring psychiatric and substance disorder, who are entering the rehabilitation phase or who require long-term community support services. Core services include one-on-one support and goal setting, structured group programs, and community connections.

The psychosocial rehabilitation support team, provides service in assigned areas/programs by:

- Screening referrals through the intake process to ensure clients meet area/program mandate.
- Providing psychosocial rehabilitation services to individuals who have a significant and persistent mental illness and/or co-occurring psychiatric and substance disorder, and who are entering the rehabilitation phase or who require long-term community support services.
- Promoting and providing trauma-informed and culturally sensitive care and services.
- Providing client assessments including strengths, and daily living, vocational, problem-solving, recreation and social skills.
- Participating in the development and achievement of a psychosocial rehabilitation plan for clients based on assessments and client goals. Plans may be in partnership with the Island Health Mental Health and Substance use service system, case or support workers, and other community-based providers.
- Cooperating and collaborating with other members of the client support team in the provision of quality, client-centered care.
- Documenting observations, goals, rehabilitation plans, and outcomes in client records.
- Facilitating access to programs and community support services, making referrals as appropriate.

- Promoting and facilitating effective communication between the client support team and the patient, caregivers/families.
- Developing and facilitating psychosocial rehabilitation activities or programs which may include life and household management skills, recreational and social activities, community integration and awareness, assisted employment or volunteer placement, communication skills, healthy lifestyle habits, and budgeting.
- Providing services in a manner which promotes hope and optimism, dignity and worth of each client.
- Providing services in a manner which is appropriate to the client's strengths, abilities, needs, and considers foreseeable risk.
- Recovery-oriented and trauma-informed practice will be inherent in all aspects of service delivery.
- Promoting and facilitating client independence.
- Acting as client advocate.

KEY DUTIES AND RESPONSIBILITIES:

- Works in accordance with the Forward House Policies & Procedures Manual and the Employee Handbook.
- Establishes relationships with clients while maintaining professional boundaries in a trauma-informed therapeutic environment.
- Works collaboratively with other staff, students, and volunteers to develop and implement psychosocial rehabilitation opportunities for/with clients.
- Participate in the development and achievement of a psychosocial rehabilitation plan for clients based on assessments and client goals.
- Maintains accurate and up-to-date client charting and files.
- Gathers and collates program information and submits reports, as required, to the Program Manager or Executive Director.
- Participates in staff meetings, in-house training, and staff planning sessions.
- Participates in special events and community presentations as required by the Executive Director.
- Liaises with other service providers and agencies as required.
- Ensures security and safety of the premises on an ongoing basis.
- Participate in maintaining a clean and hygienic workplace.
- Participate in the cooking/life skills and meal program as necessary.

EDUCATION, TRAINING AND EXPERIENCE:

1. Minimum one-year certificate in mental health, social work, community support, substance use, psychology, nursing, or a related field
2. Minimum of three years of related experience in direct client service
3. Current knowledge of social, medical and ethical mental health issues and substance abuse issues and of related community resources
4. Current Standard First Aid (CPR C) ticket
5. Current Food Safe certification
6. Non-Violent Communication and ASIST training preferred
7. Class 5 Driver's License
8. COVID vaccines

JOB SKILLS AND ABILITIES:

- Demonstrated written and interpersonal communication skills, including strong listening skills and compassionate communication techniques.
- Demonstrated knowledge of Trauma-Informed Practice.
- Demonstrated self-awareness and ability to create and maintain professional boundaries.
- Demonstrated ability to work both independently and in a cooperative team environment.
- Demonstrated understanding of confidentiality and privacy issues.
- Demonstrated ability to respond effectively to crisis situations.
- Demonstrated respect for diversity.
- Demonstrated knowledge life-needs assessments, supported goal setting, and coaching.

Job Types: Part-time, Full Time

Schedule:

- **Monday to Friday**
- Weekend availability

Work Location: In person