

Brentwood Recovery Home

JOB DESCRIPTION

JOB TITLE: Mental Health Coordinator/Navigator - **(Full-time contract position concluding March 31st, 2024)**

DATE PREPARED: March 14th, 2023

POSTING NUMBER: 05-2023

DEPARTMENT: Client Services

REPORTS TO: Women's Program Manager

GENERAL SUMMARY

Under the direction of the Director of Client Services, this position supports clients through admission and transition back to community. The Coordinator/Navigator bridges client's entry into the residential treatment program and facilitates their transition back to community as they prepare for graduation from program.

ORGANIZATIONAL DUTIES AND RESPONSIBILITIES:

In addition to specific key job responsibilities identified in this position description, the incumbent is also responsible for contributing and supporting the overall culture and working environment of Brentwood by:

- Demonstration and exemplify Brentwood's mission and values in day-to-day work
- Acting with the highest standard of professionalism with clients, family members, community partners, and colleagues.
- Working in the manner that preserves and respects the privacy and confidentiality of personal health information.
- Working in a manner that promotes and maintains the reputation of Brentwood and minimizes risk of harm and/or liability to the organization.
- Working in a manner that complies with Brentwood's policies and procedures
- Working in a manner that meets all Health and Safety requirements to ensure a healthy and safe workplace.
- Acknowledging, respecting, and affirming the diverse needs of our community, clients, and Brentwood's employees with the goal of reducing disparities in health outcomes.
- Contributing to Brentwood's work by promoting awareness, participating in committees and agency events.

POSITION RESPONSIBILITIES AND DUTIES:

- Experience working with individuals with Mental Health and/or substance use
- Exceptional motivational interviewing skills and engagement techniques
- Knowledge and experience with a trauma informed care approach
- Demonstrated knowledge of recovery-oriented practice & patient and family-centered care
- High level of computer software knowledge

Brentwood Recovery Home is an equal opportunity employer and strives to establish and maintain an inclusive workplace and believes that the diversity of our workforce is an invaluable asset. We are committed to following recruitment and selection practices that ensure all candidates are given a fair opportunity for employment with Brentwood. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

- Extensive knowledge of health and social community resources locally and ability to navigate clients from other regions.
- Ability to work collaboratively in an inter professional and people with lived experience team.
- Ability to navigate and de-escalate situations and offer crisis support using appropriate methods when needed
- Demonstrates a high level of initiative, independent thinking and judgement required
- Ensures all file management and reporting functions are maintained in a comprehensive and timely manner.

QUALIFICATIONS

Education:

Requires knowledge and skills acquired through the completion of a University degree as deemed relevant by the employer) i.e. BSW, BScn.). Registered member in good standing of a professional college deemed relevant by the employer such as the College of Nurses (preferably with Canadian Certification in Psychiatric/Mental Health Nursing) or the College of Social Workers in good standing is required.

Experience:

Two (2) years recent and relevant supportive counselling experience, in the judgement of the employer.

Knowledge & Skills:

- Comprehensive knowledge of mental illness and treatments
- Up to date knowledge of relevant mental health policy and legislation including the Mental Health Act
- Demonstrates the ability to work in a multidisciplinary team
- Effective oral and written communication skills
- Bilingualism in both official languages would be an asset

Interaction:

Able to work with other professionals to problem solve and achieve common goals in a predicative manner using a cooperative approach.

Decision making and problem solving:

Able to take action in solving problems while exhibiting judgement and a realistic understanding of issues, able to use reason, even when dealing with emotional topics.

Energizing:

Able to create positive energy (motivation) in both individuals and groups.

Compensation and Schedule

Starting salary to be based upon the successful applicant's experience and qualifications.

Valid Police Clearance with Vulnerable Sector check will be required within the first 30 days of employment.

How to Apply

In compliance with Covid-19 related policies and restrictions, resume and cover letter may be submitted by email only to: jlavin@brentwoodrecovery.com on or before 3pm March 21st, 2023

Please mark in the subject line "Posting # 06-2022"

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