

Department:	Community Services	Reports to:	Manager, Programs
Effective Date:	October 2018	Supersedes:	March 2017
Classification:	CUPE Inside Class 9	Job Evaluation Date:	October 2018

SUMMARY:

Responsible for all aspects of intensive case management of the Ontario Works Addiction Support program in order to achieve performance targets outlined in Ministry performance agreements and The District Municipality of Muskoka policies and guidelines. This role will provide prevention, assessment, referral, counseling and follow-up services to individuals who identify with addictions and/or mental health issues.

MAJOR RESPONSIBILITIES (not limited to):

- Coordinate work on the Enhanced Services team including Addiction Support Services, Youth Employment Support Services, Transitional Supports and Enhanced Employment Support Services.
- Assist clients with addiction dependence move towards individual goals that lead to overall wellness & employment through intensive case management and community engagement by implementing identified approaches including, crisis intervention, screening and assessment, therapeutic counseling, planning, engagement, linkage, monitoring and client advocacy.
- Conduct comprehensive assessments with clients who experience challenges relating to addiction and/or mental health. Evaluate client goals and needs and create a focused care plan based the client's current readiness to change.
- Facilitate staff and service partner education and training opportunities to build capacity and sustain a model of practice to achieve positive client level programing and appropriate system outcomes.
- Work directly with community service agencies to establish new and enhanced partnerships between clients and the addiction and mental health service organizations through process facilitation and capacity building strategies.
- Develop a coordinated circle of care plan, provide and coordinate addiction and mental health treatment supports and services for individual participants that lead to goal attainment and further social acceptance, inclusion and employment within community.
- Determine, respond and monitor ongoing eligibility in accordance with legislation and policies, collaborative program development and ongoing sustainability.
- Ensure that data collection, information analysis, verification reporting, and privacy and audit requirements are fulfilled, as well as statistical reports completed as required.
- Keep abreast of ongoing research and development of best practice review to support clients' addiction and mental health needs, as well as to inform innovative program design.
- Provide tools and supports to team members to assist them with providing the appropriate responses to clients living in complex situations, and with unusual behaviours.
- As required, clinically supervise social work students doing their practicums within the District of Muskoka.
- Work safely and in compliance with relevant statues and regulations and within the safe work procedures and directive as established by the District.
- Perform related duties as assigned.

EDUCATION, EXPERIENCE & QUALIFICATIONS:

- Graduation from a Bachelor of Social Work program with a specialization in addiction and/or mental health.
- Member in good standing with the College of Social Workers
- Minimum of 3 to 4 years directly related experience, working with people in poverty and vulnerable situations who are struggling with mental health and/or addictions.
- Ability to work in a team-based setting and possess consensus building skills to effectively work with multi-disciplinary working groups and a variety of agency partners.
- Ability to deliver short term counseling in a community setting environment.
- Ability to exercise a high level of independence, integrity and confidentiality.
- Excellent communication, interpersonal, organizational and analytical skills with a proven ability to work effectively with a diverse client group.
- Comfortable working in non-standard work environments and locations