

Employment Opportunity

<p>Job Title: Case Manager – Addictions Program</p>	<p>Date Posted: May 18, 2018</p>	<p>Report to: Supervisor – Addictions Program</p>
<p>Job Posting # Add-InSTED-003/2018-19</p>	<p>Date Closed: May 27, 2018</p>	<p>Position Type: Contract, 1 year (covering maternity leave)</p>

About Organization:

Punjabi Community Health Services (PCHS) is a pioneer community based not for profit, charitable organization. PCHS has been fulfilling needs of the diverse communities for the past 28 years by providing services in the areas of addictions, mental health, geriatric, health promotion, domestic violence, parenting, settlement and services for women, children and youth. PCHS has a number of research studies to its credit and is recognized as an innovative organization for community development and for its Integrated Holistic Service Delivery Model. PCHS is accredited by Commission on Accreditation of Rehabilitation Facilities (CARF) International and Imagine Canada.

About Position:

The Case Manager - Addictions position is funded by the Central West Local Health Integration Network (CW LHIN). The purpose of this position is to provide services to those clients who are vulnerable and repeat emergency department users. The case manager will assist those clients in identifying complex addictions needs and provide short-term case management in a timely, high quality, holistic and integrated manner that will reduce unplanned index and repeat visits to hospital emergency department.

The Case Manager will work collaboratively with the other members of the addictions and mental health team and with the partner agencies CMHA Peel Dufferin and SHIP. Main components of this position are: proactive outreach; individualized assessment and care planning; service coordination and support; direct service provision; monitoring and evaluation, reporting and record keeping; systems advocacy and program development. The staff will strive to work together to reduce the number of index and 30 days repeat visits at the hospital emergency departments.

Qualifications and Skills

- BSW preferred; University degree or college diploma in Social Services or Human Services related field accepted
- Preferred 2 years of case management experience and/or front line experience with vulnerable populations
- Familiarity with the Drug Addictions Treatment Information System (DATIS), Catalyst is an asset
- Demonstrates an understanding of the South Asian culture
- Demonstrates understanding of the concepts of a family-centered service delivery, confidentiality and to create a safe space for the implementation of Integrated Holistic Service Delivery Model.

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- Knowledge of community resources and systems
- Creative in developing relationship with clients which foster healing, growth and empowerment
- Understands a holistic approach in addressing the substance abuse issues with an emphasis on incorporating the family into the client's care plan
- Program development and capacity building
- Fluency in Punjabi, Hindi and Urdu languages is an asset
- Ability to organize and conduct group programs
- Excellent working skills of MS Word, Excel, PowerPoint, internet and email
- Familiarity with Cloud technology and Share-Point is an asset
- Familiarity with Commission of Accreditation Rehabilitation Facilities (CARF) International standards is an asset
- Effective communication skills with individuals at all levels of the organization
- Effective written and verbal communication skills as well as presentation skills
- Superior time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision
- Ability to work independently, as well as with multi-disciplinary teams, both internally and externally
- Current first aid/ CPR certification required
- A satisfactory current police record check (Vulnerable Sector Screening)
- A valid Canadian driver's license, access to reliable vehicle and valid insurance and has the ability to travel within the Central West LHIN or adjacent regions as required
- Excellent oral and written communication, organizational and problem solving skills

Key Responsibilities:

- Support clients through the provision of short term case management
- Provide outreach to clients and engage them in supportive services
- Support clients in reaching their goals through interventions such as advocacy, referral to appropriate community resources/programs, supportive counseling, family support and psycho-education
- Maintain current knowledge and positive relationships with various community partners and resources
- Support clients to successfully work towards his/her care plan and ensure all appropriate supports are in place to transition fully into community

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- Build positive relationships with appropriate informal supports as identified by clients
- Implementation of the Integrated Holistic Service Delivery Model
- Maintain effective and timely documentation
- Participate in continuous quality improvement processes
- To complete other duties as assigned

Hours: Full time 37.5 hours, Monday to Friday
 (Some evenings and weekends work is required)

Position to commence: June 11, 2018 or sooner

Please submit resume by May 27th, 2018 to the Hiring Committee at:

E-mail: jasmin@pchs4u.com

Please add Job Posting # Add-InSTED-003/2018-19 to the email subject line and cover letter

PCHS offer an attractive and rewarding work environment. We appreciate the interest of all applicants, but only those under consideration will be contacted for an interview.

PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, LGBTQ, persons with disabilities among other self-identified diverse groups. We also provide accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources at jasmin@pchs4u.com