

# Employment Opportunity

<p><b>Job Title:</b> Case Manager, Concurrent Disorders</p>	<p><b>Date Posted:</b> July 30, 2019</p>	<p><b>Position Type:</b> Full Time (2 positions)</p>
<p><b>Job Posting #</b> CM-CD-003/2019-20</p>	<p><b>Date Closed:</b> August 9, 2019</p>	<p><b>Report to:</b> Supervisor, Mental Health and Addictions</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 29 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. PCHS is a 2SLGBTQ sensitive organization.

**About Position:**

Case Manager-Concurrent Disorders will provide culturally and linguistically appropriate case management supports to individuals living with complex addictions and mental health issues and to their significant others. Services include, individualized assessment, care planning, supportive counselling, service co-ordination (linking service recipients with services and supports), and specific interventions related to concurrent disorders.

**Qualification, Experience and Skills:**

- University degree and/or Community College Diploma in social services or related field
- Minimum two years related experience in direct service delivery to individuals with serious mental illness and addiction issues
- Knowledge of culturally competent practices
- Excellent verbal and written communication skills
- Demonstrated case management and referral skills; and ability to effectively link clients to supportive services
- Knowledge of and sensitivity to issues of gender, race, sexual orientation and issues impacting diverse communities
- Self-directed and independent, but also experienced in working effectively as a member of a multidisciplinary team, which includes internal and external stakeholders
- Maintain client records / files according to agency standards
- Knowledge and experience with data management systems, particularly Catalyst and CRMS (Client Record Management System)
- Working skills of MS Word, Excel, PowerPoint, Web browsing and email
- Familiarity with Cloud technology and Share-Point is an asset
- Superior time management skills, multitasking and ability to prioritize tasks with minimal supervision
- Ability to work independently, as well as in a team
- The ability to work collaboratively with community partners
- Possesses good judgment and problem solving skills

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**Requirements:**

- A satisfactory Vulnerable Sector Screening (Criminal Record Check) report
- Valid driver's license, access to a vehicle with valid insurance
- Fluency in Punjabi, Hindi, Urdu and other languages is an asset
- Current CPR/ First-Aid certification

**Responsibilities:**

- Assessment and referral
- Develop and implement care plans based on family/client-centered recovery goals
- Provide intensive case management, long term planning, and follow up services when needed
- Screen and respond to crisis calls initiated by clients, family members, friends, health care providers, and community agencies
- Ongoing monitoring until clients can be discharged from service
- Provide input into ongoing development & continuous quality improvement of the Program
- Supervise or co-supervise student placements
- Participate in Team, Program and Staff meetings
- Participate in regular direct supervision with immediate supervisor
- Represent PCHS in a professional manner on internal/external committees/ subcommittees as assigned

**Hours:** Full time, some evenings and weekends work is required.

**Position to commence:** August 26, 2019 or earlier

Please submit resume by **August 9, 2019** to the Hiring Committee at:

E-mail: [jasmin@pchs4u.com](mailto:jasmin@pchs4u.com)

**Please add Job Posting # CM-CD-003/2019-20 to the email subject line and cover letter.**

PCHS offers 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](mailto:jasmin@pchs4u.com)*