

# Employment Opportunity

Punjabi Community Health Services

<b>Job Title:</b> Addictions Case Manager	<b>Date Posted:</b> June 1, 2022	<b>Report to:</b> Manager – Addictions Program
<b>Job Posting #</b> CM-ADD-004/2022-23	<b>Date Closed:</b> June 14, 2022	

## **About Organization:**

Punjabi Community Health Services (PCHS) is a pioneer community-based not for profit, charitable organization. PCHS has been fulfilling the needs of diverse populations for 31 years by providing services in addictions, mental health, geriatric, health promotion, domestic violence, parenting, settlement and services for women, children and youth. PCHS has several research studies to its credit and recognized as an innovative organization for community development and its Integrated Holistic Service Delivery Model. PCHS is accredited. PCHS is a 2SLGBTQ sensitive organization.

## **About Position:**

PCHS is seeking to hire full-time Addictions Case Manager to support In-Home/Mobile Community Withdrawal Management Services in partnership with the Peel Addiction Assessment Referral Centre (PAARC). Under the supervision of a clinical supervisor, the Addictions Case Manager will conduct risk and safety assessments, supports and connects the client with the community's appropriate resources. Most work will be conducted in the community, visiting clients in their homes, at other organizations, various PCHS office locations, or at mutually-agreeable and safe locations within our geographic area. The Case Manager requires strong case management skills, group facilitation skills and supportive counselling skills to provide care both in-person and using virtual platforms.

## **Qualifications and skills required:**

- University degree and or Community College Diploma in social services or related field;
- Must be a Registered Health Professional and adhere to standards of practice as per designated college
- Minimum 2 years related experience in direct service delivery to individuals with severe addiction issues
- Excellent knowledge of substance use and co-occurring issues
- Strong client engagement and case management skills
- Demonstrated ability to provide supportive counselling
- Awareness of the systemic issues of racism, oppression, poverty, and marginalization
- Knowledge of various philosophies regarding substance use, with a balanced approach
- Evidence of very sound assessment, organizational and prioritization skills with the ability to work well in stressful situations
- Understanding and knowledge of the diverse communities with an emphasis on the South Asian Community
- Demonstrated ability to be flexible and cope with ambiguity in the system

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- Demonstrated ability to intervene effectively in clinical situations requiring the management of disturbed behaviour
- The ability to work with clients of diverse cultural and social backgrounds is necessary
- Consistent commitment to professional development
- Ability to work collaboratively and in partnership with a multidisciplinary team and other agencies in the community
- Demonstrated ability to use computer programs for data entry for assessments
- Proficiency in a second language would be an asset
- Certification in GAIN Q3 MI ONT is a strong asset
- Strong interpersonal skills, be able to work independently and within a team
- Ability to communicate effectively (written and verbal) including presentation skills
- Excellent working skills in MS Word, Excel, PowerPoint, internet and email
- Familiarity with Cloud technology and SharePoint will be an asset

### **Requirements:**

- Must possess a valid Ontario Driver's License, have regular access to a reliable vehicle and provide proof of adequate vehicle insurance
- A satisfactory current Vulnerable Sector Screening (Criminal Record Check) report
- Current CPR and First-Aid certification
- Vaccines (COVID-19 and others) are a job requirement unless you have an exemption on a medical ground under the Ontario Human Rights Code.

### **Key Responsibilities:**

- Engage with clients to conduct comprehensive assessments for substance use, emotional and mental health concerns and other social determinants of health
- Prepare treatment plans tailored to each client for substance use and emotional and mental health concerns
- Prepare goal plans that serve as a roadmap for clients to optimize their wellness and make referrals to appropriate resources
- Conduct risk and psychosocial assessments, using appropriately validated tools
- Engage in the functions of case management with clients to support their achievement of goals
- Facilitate group sessions
- Engage in individual supportive counselling sessions with clients
- Provide coordinated care to family members and significant others
- Engage with other service providers to optimize integrated care
- Positively participate in team meetings, supervision, case conference, service resolution meetings, planning meetings, and staff meetings
- Maintain current information of community resources
- Maintain thorough and timely documentation, files, related reports and data entry based on best practices and policies

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- Maintain appropriate record-keeping/documentation and client files, statistical and outcome measurement tools as required by the Community Withdrawal Management Program and PCHS policies and procedures.
- Participate in agency and community committees and workgroups as requested by the program supervisor.
- Work effectively and collaboratively with program teams, internal and external to PCHS.
- Other related duties, as assigned.

### **Organizational Responsibilities:**

- Actively contribute to the mission, vision and values of PCHS
- Follow the organizational Code of Ethics and professional standards of your certification and your position in the organization
- Adhere to the policies and procedures of your program(s) and organization
- Perform the duties outlined in this job description
- Contribute in a positive way to the overall success of the program and organization
- Participate in the establishment of program goals and objectives and set service priorities based on it
- Demonstrate a positive and professional attitude when representing the organization in the community
- Actively encourage the involvement and empowerment of clients/ survivors
- To follow the direction of the Joint Health, Safety & Wellness Committee in compliance with the Occupational Health and Safety Act (OHSA)

**Hours:** Full time, 37.5 hours per week  
(Evenings, weekends and shift work is required)

**Position to commence:** June, 2022

**Please submit your resume by June 14, 2022 to the Hiring Committee at [hr@pchs4u.com](mailto:hr@pchs4u.com)**

Please add **Job Posting # CM-ADD-004/2022-23** 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, 2SLGBTQ, persons with disabilities, among other self-identified diverse groups. We also provide accessible employment practices that comply 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 [hr@pchs4u.com](mailto:hr@pchs4u.com)*