

Employment Opportunity

Punjabi Community Health Services

<p>Job Title: Case Manager - Concurrent Disorders</p>	<p>Date Posted: July 21, 2022</p>	<p>Reports to: Supervisor, Mental Health</p>
<p>Job Posting # CM-CD-018/2022-23</p>	<p>Date Closed: July 28, 2022</p>	<p>Position Type: Full Time Contract (Maternity Leave Coverage – 8 months)</p>

About Organization:

Punjabi Community Health Services (PCHS) is a pioneer community based not for profit, charitable organization. PCHS has been fulfilling the needs of the diverse populations for 32 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 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 by Commission of Accreditation Rehabilitation Facilities (CARF) International and Imagine Canada. 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.

Qualifications and skills required:

- 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
- Registration with regulatory body is preferred
- Knowledge of culturally competent practices
- 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
- Experience in working effectively as a member of a multidisciplinary team including internal and external stakeholders
- Ability to work collaboratively with community partners
- Maintain client records / files according to agency standards
- Knowledge and experience with data management systems, particularly Catalyst and CRMS (Client Record Management System)
- Possesses good judgment and problem solving skills

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- Effective written and verbal communication skills as well as presentation skills across all levels of the organization
- Excellent computer skills with advanced proficiency in Microsoft Office
- Superior time management skills, multitasking and ability to prioritize tasks with minimal supervision
- Proficiency in a second language would be an asset, preferably Punjabi, Hindi & Urdu
- Familiarity with Cloud technology and Share-Point is 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:

- 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
- 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
- Other related duties, as assigned

Organizational Responsibilities:

- Actively contribute to the mission, vision and values of PCHS
- Follow the organizational Code of Ethics
- 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



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- 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
(Some evenings and weekends work is required)

Position to commence: August 2022

Please submit resume by July 28, 2022 to the Hiring Committee at hr@pchs4u.com

Please add **Job Posting # CM-CD-018/2022-23** 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