



Canadian Mental  
Health Association  
Kenora  
*Mental health for all*

## **Mental Health & Justice Supportive Housing Case Manager Full Time Permanent Position**

The Mental Health & Justice Supportive Housing Case Manager reports to Housing Coordinator and the Chief Executive Officer and is expected to work as a member of a team and participate in regular peer and team supervision when required. The Mental Health & Justice Supportive Housing Case Manager goals are to implement the facilitation of coordination of rent supplement units for those individuals 16 years of age and older with mental health and justice clients who have current involvement with the criminal justice system (e.g., Involved in mental health court, diversion programs, or on release from a provincial correctional facility) within Kenora. The Mental Health & Justice Supportive Housing Case Manager will seek housing options for this population and build relationships with landlords and clients.

### **Qualifications:**

BSW preferred, or demonstrated equivalent  
Knowledge of mental health and mental health problems/difficulties, concurrent disorders, and dual diagnosis  
Knowledge of housing resources  
Applied knowledge of community resources and agencies  
Networking skills and outreach skills  
Ability to assess dynamic risk  
Highly developed communication skills  
Demonstrated ability to provide side-by-side assistance in activities of daily living  
Assessment, case management, advocacy, supportive counselling, and documentation skills  
Understanding and applied knowledge of Recovery Model, Brief Therapy, Strengths Perspective  
Activities of daily living, problem solving skills and ability to teach and model these skills for clients  
Cultural Competence for Diverse populations  
Ability to work independently  
Professionalism in the performance of duties  
Cultural Competence  
Computer literacy  
Valid Driver's License

### **Duties:**

- Adherence to all policies and procedures of Canadian Mental Health Association, Kenora Branch
- Outreach and collaboration to those individuals involved with the criminal justice system through the following programs:
  - Mental health court
  - Court Diversion/Court Support Worker Program at CMHA Kenora Branch
  - Dual Diagnosis Court Diversion/Court Support Worker Program at CMHA Kenora Branch
  - Post Custody Enhancement Program
- Collaborate and cooperate with housing providers and landlords within the Kenora area
- Assess eligibility of clients to the housing program
- Individualized needs assessment developed in consultation with the client
- Facilitate the process of accessing appropriate housing for eligible candidates
- Works with the client, case manager, and landlord to develop a personalized service plan
- Continuous assessment of risk related to the clients housing
- Individualized planning and strategies to support the achievement of housing goals and objectives
- Coordinate the use of rent subsidies
- Advocacy of linking clients with appropriate housing services, supports and resources to meet the goals and objectives of the housing plan
- Meet with clients regularly to ensure compliance with the plan
- Provide consultations to landlords, families, significant others, and social service/health care

- provides around the program
- Conducting regular formal or informal evaluation of client satisfaction, achievement of goals, reassessment of service requirements and or needs in consultation with the client
  - Active maintenance of connections with clients to provide ongoing support, and assist client in maintaining housing
  - Direct provision of side-by-side support with clients where appropriate
  - Provision of supportive counselling where appropriate
  - Assist clients and provide modeling for problem solving and priority setting
  - Development of recovery plans with a focus on housing maintenance
  - Referral to community agencies and services where appropriate
  - Maintenance of client files consistent with policies and procedures of Canadian Mental Health Association
  - Participation in staff meetings and other meetings as directed by the Housing Coordinator & Chief Executive Officer
  - Collection and maintenance of statistical information and keeping appropriate records of direct and indirect service
  - Outcome monitoring and evaluation
  - Professionally representing Canadian Mental Health Association, Kenora Branch
  - Drafting all necessary correspondence and reports regarding clients
  - Participation in administrative and office functions, including ongoing maintenance of office space
  - Participation in educational and professional development opportunities
  - Participate on specific Committees or task or work groups as assigned by the Housing Coordinator and/or Chief Executive Officer
  - Provide a safe environment by ensuring adherences to Workplace Health and Safety Regulations and Policies, Infection Control Guidelines, WHIMIS and Safe Work Procedures; including but not limited to Fire, Disaster and Evacuation Plans
  - Ensure client safety and client safety activities are emphasized throughout orientation of new staff members
  - Support an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of mental health services
  - Responsible for self-care
  - Other duties as directed

For more information, please visit [www.cmhak.on.ca](http://www.cmhak.on.ca)

**Please submit resume by January 20<sup>th</sup>, 2023, attention  
to: Hiring Committee  
Canadian Mental Health Association, Kenora Branch  
227 Second Street South, 2<sup>nd</sup> Floor  
Kenora, Ontario P9N 1G1  
Email: [careers@cmhak.on.ca](mailto:careers@cmhak.on.ca)**

The Canadian Mental Health Association, Kenora Branch welcomes and encourages applications from people with disabilities.

Accommodations are available on request for candidates taking part in all aspects of the selection process.