



Canadian Mental
Health Association
Kenora
Mental health for all

Canadian Mental Health Association Kenora Branch
Full-Time Position
Ontario Telemedicine Specialist /Program Administrative Assistant

Qualifications:

- Registered Practical Nurse or Registered Nurse
- Trained in or willing to train in NCompass system
- Familiarity with Ontario Telemedicine Network
- Familiarity with the Assertive Community Treatment Team model for Ontario
- Obtaining & Maintaining an OTN certification for providing patient care via telemedicine
- Knowledge of mental health/illness and mental health difficulties and treatment modalities
- Ability to Assess and evaluate and refer on to appropriate team professionals or OTN specialists
- Working knowledge of community resources and agencies
- Ability to work independently and in a team environment
- Computer literacy and recording skills
- Cultural Competence for diverse populations
- Able to work flexible hours based upon OTN/ACT Team demands
- Valid Driver's License
- Criminal Records Check for vulnerable populations
- Certification in CPR and First Aid or willingness to obtain same

Duties:

- Adherence to all policies of the CMHA Kenora Branch including assurance of confidentiality of all clients, personnel and organizational records and information
- Maintenance of professional qualifications and registration
- Responsible for delivery of a specialist role for Ontario Telemedicine Network including coordination of all specialists, training, and individual events for CMHA Kenora Branch
- Responsible for organizing, coordinating, and monitoring all non-clinical operations including managing medical records, operating and coordinating the management information system, triaging calls and coordinating communication between team and clients.
- Provide receptionist activities
- Participate in providing medication administration and medical services
- Assessment of client needs and mental status and participate in the development of appropriate treatment plans
- Facilitate and monitor the implementation of client treatment plans
- Participate in daily staff meetings and treatment plan meetings
- Participate on specific Committees or task or work groups as assigned by the Supervisor
- Participation in ongoing training and education and application of new skills to practice
- Provide crisis intervention, advocacy
- 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
- Support regular nurse participation

- Participate and disseminate OTN training sessions to the entire agency
- Participate in monthly meetings and in the development and sharing of telemedicine best practices and to support program monitoring and evaluation
- Ensure the appropriate and timely coordination of patient events and patient information
- Support patients that require telemedicine consultations that are not part of the agency with their events via OTN
- Work with patients and their virtual multidisciplinary teams to plan and support appropriate follow-up care
- Maintaining clinical competence in caring for patients across a broad spectrum of care, supporting the ethical delivery of care and ensuring compliance with PHIPA
- Responsible for self-care
- Other duties as directed

For more information please visit www.cmhak.on.ca

**Please submit resume by January 26th, 2023
attention to: Hiring Committee
Canadian Mental Health Association, Kenora Branch
227 Second Street South, 2nd Floor
Kenora, Ontario P9N 1G1
Email: 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.