



CAMHS

Community Addiction and Mental Health
Services of Haldimand and Norfolk

POSTING NUMBER: 2024-13	POSTING DATE: April 30, 2024	RATE OF PAY: \$20.79-\$24.20
POSITION TITLE: Program Assistant	PROGRAM: Wellness and Recovery Centre	POSITION STATUS: Full Time
REPORTS TO: Clinical Service Manager	EMPLOYEE GROUP: Non-Union	HOURS OF WORK: 35/Week
LOCATION: Wellness and Recovery Centre		

QUALIFICATIONS:

- Diploma in Social Services with a valid membership the Ontario College of Social Workers and Social Service Workers
- Personal, lived experience with mental health and/or addictions, willing to self-identify and share experience of recovery.
- Successful completion of Peer Support training program (OPDI or recognized program) – or willing to train.
- Understanding of Recovery Model and ability to apply model in the delivery of supports and services.
- Ability to role model competency in recovery and ongoing coping skills, maturity, gained through life experience.
- Assess and manage risk safely and effectively.
- Current first aid / CPR training or willing to obtain.
- ASIST trained or willing to obtain.
- Knowledge of community resources and systems
- Willingness to work flexible hours.
- Valid class G driver's licence.
- Provide a recent driver's abstract and eligible to be insured under CAMHS vehicle insurance policy.
- Competency in standard corporate software (Microsoft Office – Word, Excel, Outlook), capabilities in data entries and searches
- Excellent interpersonal and organizational skills
- Strong time management skills and ability to communicate effectively.
- Critical thinking and problem-solving skills
- Professional verbal and written communication skills
- Ability to work independently and collaboratively as part of a multi-disciplinary team and other agencies in the community.
- Basic understanding of all relevant legislation including PHIPA

RESPONSIBILITIES: (Duties include, but are not limited to)

- Facilitation and participation in the daily operations of the mental health drop-in program(s)
- Provision of Peer Support, education, coaching, and mentoring with individuals on a one-to-one and/or in group situations
- Support and guide individuals and groups regarding activities of daily living
- Development, organization, and leadership of individual and group social/recreational and psychoeducational activities/groups
- Expected to drive company vehicle as required for programming within community.
- Participate in the development, promotion and delivery of community outreach and education events.
- Maintenance of applicable program statistics
- Support student learning
- Awareness and participation in local community and regional partnerships
- Participation in mandatory training
- Availability to work occasional evenings and weekends.

TO APPLY:

- Submit a cover letter and updated resume via email to CAMHSRESUMES@CAMHS.CA
- All submissions must include the Posting Number and position title in the Email Subject line to be considered

POSTING CLOSING DATES:

Internal Candidates: May 7, 2024, at 1600hrs

External Candidates: Posting will remain open until position is filled.

All positions will comply and work in conjunction with the Mission, Vision, Goals and Objectives of Community Addiction and Mental Health Services of Haldimand and Norfolk (CAMHS)

...partnering for Mental Health and Addiction Wellness

In order to ensure equal opportunities during the recruitment and selection process, CAMHS provides accommodations for applicants with disabilities, upon request.

CAMHS THANKS ALL APPLICANTS FOR THEIR INTEREST.
PLEASE NOTE, ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED