

<b>Position:</b> Access & Waitlist Management Coordinator	<b>Union/Non-Union:</b> OPSEU 2024-27
<b>Hours of Work:</b> 70 hours biweekly, 8:30am-4pm	<b>Hourly Rate:</b> \$39.16 - \$50.77
<b>Reports to:</b> Manager of Mental Health Services	<b>Location:</b> Lanark County
<b>Job Status:</b> TFT (start date TBD)	<b>Closing Date:</b> Ongoing

#### About the Position:

The Access & Waitlist Management Coordinator works as part of an interprofessional team. They function as the access point to services on behalf of the organization through receipt and coordination of referrals and requests for service and/or consultations as received from our website, Access MHA, and the Ocean e-Referral Network. The incumbent conducts an assessment of each individual to determine eligibility for services, liaising with client, family and other professionals for information gathering and service coordination on behalf of the client. As appropriate, the incumbent may make alternative referrals to community service providers.. Coordination of services is based on the individual needs of the client and reflects a holistic, client-centred approach to care.

All services are provided in accordance with the mission, vision, values and established policies and procedures of the Agency.

#### Minimum Qualifications:

- Health or Human Services university degree and current unrestricted registration with applicable regulatory body
- Certification in First Aid and CPR
- Five years relevant clinical experience providing services to individuals living with a serious mental illness and addictions, preferably in a community setting
- Applied Suicide Intervention Skills Training and Crisis Prevention and Intervention training
- Experience assessing and providing services to individuals with a co-occurring complex needs in areas such as but not limited to forensics, addictions, developmental services and psychogeriatric an asset

#### Knowledge, Skills and Abilities:

- Sound and broadly-based knowledge and treatment experience gained through extensive experience providing clinical services to individuals diagnosed with a serious mental illness
- In-depth knowledge of major mental illness from a psychosocial perspective
- Knowledge of and the ability to apply the theories, principles and practices of the psychosocial rehabilitation and recovery models
- Excellent clinical skills in the areas of assessment, treatment, and rehabilitation related to persons with severe and persistent mental illness
- Knowledge of the Mental Health Act and other relevant legislation
- Understanding of the mental health system and mental health reform initiatives
- Demonstrated ability to collect, maintain, and analyze data, producing presentations and reports
- Thorough knowledge and understanding of community mental health programs, agencies and resources

- Well-developed clinical and group leadership skills in order to assist in the planning, coordination of services, participating in the development of systems to collect information for program planning and to provide input for strategic planning purposes
- Excellent communication, consultation and interpersonal skills are necessary for effective coordination of services and for community liaison responsibilities
- Well-developed presentation skills to present assessment information and provide effective information sessions to referral sources and reports regarding the team's activities in various forums
- Proficient in the use of application in the Microsoft 365 environment, proficiency in CRMS and Caredove is an asset
- Required to provide a satisfactory criminal reference check prior to hire
- Must possess a valid Ontario Driver's License and have regular access to a reliable vehicle and provide proof of \$2,000,000 vehicle insurance. This comes with knowing you may be required to transport clients.

How to apply: Please submit a resume and cover letter to [HR@psfdh.on.ca](mailto:HR@psfdh.on.ca).

*Be advised that the Perth and Smiths Falls District Hospital has a vaccination policy located on PDMS. Proof of vaccination will be required as a condition of employment, subject to exemptions contained in the policy.*

*Perth and Smiths Falls District Hospital is an equal opportunity employer committed to meeting needs under the Canadian Charter of Rights and Freedom and the Ontario Human Rights Code. Our recruitment process follows the Accessibility for Ontarians with Disabilities Act in order to provide a fair and equitable process for all candidates. Applicants requiring accommodation through the recruitment/interview process are encouraged to contact the Human Resources Department at 613-283-2330 ext. 1132 for assistance.*

*We thank all interested candidates for their response, however, only those chosen for an interview will be contacted.*