



Job Title:	Vocational Rehabilitation Counsellor
Facility:	Canadian Mental Health Association
Reports To:	Manager of Employment Services
Bargaining Unit:	Exempt
Wage:	\$36.99/hr MPP pension & extended health care benefits upon eligibility
Classification:	Regular Full Time (36 hours per week)

*Mental health begins where you live, learn, work and play. Together, we can make a difference*

### **ORGANIZATION OVERVIEW**

The Canadian Mental Health Association (CMHA) Vernon & District Branch, which is a part of a provincial and national organization, is a non-profit organization focused on the promotion of mental wellness in the community of Vernon, and surrounding areas in the North Okanagan. We believe in empowering individuals, groups, and communities in self determination to enhance their mental health. CMHA facilitates access to the resources people require to improve mental health and community integration, build resilience and support recovery from mental illness through building capacity, influencing public policy, providing services and supports and developing resources. We are committed to providing an environment that is free from prejudice, discrimination, and harassment. We strive to reflect the entire community in our volunteers and staff and promote equal access to the services we provide.

### **JOB SUMMARY**

The Vocational Rehabilitation Counsellor provides the full continuum of support to clients seeking competitive, paid employment in an integrated community setting. Specific responsibilities include engagement, continuous assessment and the development and implementation of vocational rehabilitation plans. The Counsellor provides any, or all, of a full range of supports to individual clients including one-to-one counselling, direct job marketing to potential employers, independent job search support, liaison with employers and on-site job coaching. The Counsellor also facilitates ongoing one-to-one and group support sessions as required.

### **DUTIES AND RESPONSIBILITIES**

- Responsible for an assigned caseload of clients linked to an integrated health centre in the North Okanagan/Shuswap region
- In liaison with referring clinical staff, coordinate individual client intake into the program ensuring the timely assessment, entrance, and orientation of participants
- Engage clients and establish trusting collaborative relationships directed towards the goal of competitive employment in an integrated community setting
- Responsible for making clinical decisions in collaboration with clients and stakeholders and in adherence with evidence-based best practice reflective of professional designation
- Work within an interdisciplinary team and as part of a broader integrated system to deliver services to clients experiencing mental health and/or concurrent conditions
- Provide treatment which restore and/or improve employment outcomes of adults with mental health and/or concurrent conditions through independent mental health and substance use screening, suicide risk assessment, comprehensive holistic assessments and care planning
- In conjunction with the client and other appropriate professionals, assess client's vocational functioning on an ongoing basis and facilitate the setting of appropriate vocational rehabilitation plans
- Work to develop networks and links with community employers
- Conduct job development, direct marketing and job search activities directed towards positions that are

consistent with the needs and interests of the client

- Provide education and support to employers as agreed upon by the client which may include negotiating job accommodations, workplace agreements and ongoing contact with the employer
- Provide on-site job coaching to ensure orientation and training to clients
- Provide ongoing support and training at the job site, by telephone, through one-to-one counselling and by facilitating group support meetings
- Ensure close and ongoing communication with appropriate health care professionals through regular contact (e.g., attending case and team meetings as agreed)
- Ensure the coordination of participant's departure from the program, including file closures and referrals to further community, educational and training resources as needed
- Provide education to mental health service providers regarding the Individual Placement and Support (IPS) model and employment in general
- Maintain up to date information on labour market trends and job marketing techniques
- Ensure that employment team colleagues are kept up to date on clients' progress in order to facilitate support cover during staff absences
- Maintain written and computerized vocational plans, progress notes, program information and records of communication with external mental health and personal supports
- In conjunction with the Team Supervisor, recommend and document program operating procedures, policies, and curricula
- In conjunction with the Manager of Employment Services, set service goals and objectives and ensure that the program is reviewed and evaluated on an ongoing basis against such criteria

#### **General**

- Attend monthly staff meetings, committee meetings and others as required
- Submit regular activity reports, timesheets, expense forms, etc. as required
- Reinforce and model work-related behaviour and interpersonal skills
- Represent CMHA Vernon in a professional manner
- Provide cover for other program staff as appropriate and required
- Other related duties as appropriate and required

#### **QUALIFICATIONS**

##### **Education, Training & Experience**

- A Master's degree in Vocational Rehabilitation and eligibility for registration as a rehabilitation professional with a recognized association
- Minimum 1-year vocational counselling or job marketing / development experience
- Minimum 1-year experience working with individuals with a severe and persistent mental illness
- Possession of a valid Class 5 BC driver's license and use of a personal vehicle during working hours
- First Aid / CPR certification

##### **Knowledge, Skills & Abilities**

- Working knowledge of psychosocial rehabilitation principles
- Ability to work effectively as part of a team as well as independently
- Excellent communication skills, both written and verbal
- Demonstrated skill in word processing computer applications

*CMHA Vernon is committed to building an inclusive workplace and community and seeks candidates who share our commitment to equity, diversity, and inclusion.*

Please send your resume to [careers@cmhavernon.ca](mailto:careers@cmhavernon.ca)