



Provincial Job Description

TITLE:
**(347) Community Mental Health
Worker**

PAY BAND:
7

FOR FACILITY USE:

SUMMARY OF DUTIES:

Delivers social and recreational activities for mental health clients in a group setting.

QUALIFICATIONS :

- ◆ Rehabilitation Worker certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Ability to work independently
- ◆ Interpersonal, organizational and communications skills
- ◆ Valid drivers license, where required by the job

EXPERIENCE:

- ◆ Previous: No previous experience.

KEY ACTIVITIES:

A. Social / Recreation Activities

- ◆ **Plans and implements social and recreation programs (e.g., bingo, card games, dances).**
- ◆ **Supervises and directs activities.**
- ◆ **Provides calendars of events to clients, group homes and community nurses.**
- ◆ **Liaises with community organizations regarding programming.**
- ◆ **Arranges transportation or delivers clients to and from outside program activities (e.g., books Central Vehicle Agency vehicles).**
- ◆ **Monitors/records/reports client participation in events.**

B. Related Key Work Activities

- ◆ **Answers phones and takes messages.**
- ◆ **Acquires supplies for the canteen and facility (e.g. paper, cleaners).**
- ◆ **Prepares coffee and serves lunches for clients.**
- ◆ **Maintains a canteen for clients.**
- ◆ **Maintains records and accounts for program costs, petty cash and canteen sales.**
- ◆ **Liaises with community nurses and group home staff regarding client needs/behaviours.**
- ◆ **Provides access to facility (e.g., lock/unlock doors).**
- ◆ **Cleans facility (e.g., refrigerators, stove, tables, counters, spills).**
- ◆ **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**

DRAFT

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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