



# *Provincial Job Description*

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

***PAY BAND:***  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

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

***QUALIFICATIONS:***

- ◆ Disability Support Worker certificate

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Basic computer skills
- ◆ Ability to work independently
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communications skills
- ◆ Valid driver's 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).
- ◆ Monitors 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.
- ◆ Operates and 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.

*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.*

**Validating Signatures:**

**CUPE:**

**SEIU:**

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**SGEU:**

**SAHO:**

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**Date: September 12, 2018**