

Summit Housing & Outreach Programs
Relief Outreach Caseworker
Residences & ACTT programs

Position: Relief Outreach Caseworker – Residences & ACTT programs
This is a SEIU Bargaining Unit position.

Purpose: Reporting to the Manager, Intake & Supportive Housing, the Relief Outreach Caseworker provides moderate and portable case management, Assertive Community Treatment and supportive housing services for consumers of mental health services; days, evenings, weekends, statutory holidays, on an as needed basis and as assigned, throughout Halton.

Key Requirements:

1. Providing moderate and portable case management services.
2. Providing support and guidance, when required, to individuals to facilitate learning the activities of daily living, (e.g.: budgeting, cooking, cleaning, shopping, personal hygiene, social, and recreational activities).
3. Providing crisis prevention and intervention.
4. Performing medication observations in the community with ACTT clients and adhering to the medication handling protocols
5. Providing consumer advocacy.
6. Working co-operatively with community service providers and residents.
7. Accurately and neatly preparing written and computer records in the correct format and within relevant legal boundaries for each client, and ensuring confidentiality of written and computer records and client information as per PHIPA and other relevant privacy legislation.
8. Presenting a professional image and adhering to the Summit Housing & Outreach Programs Policies and Procedures.
9. Maintaining a positive, flexible, and co-operative attitude at all times.
10. Working independently with minimum supervision.
11. Willing and able to work shifts as assigned and on an as needed basis (e.g.: full-time staff holidays, statutory holidays, sick time, etc.)
12. Driving a vehicle with adequate insurance to various locations to provide case management services to clients throughout Halton.
13. Carrying out other duties/responsibilities as assigned by Manager or Senior Management.
14. The Relief worker must be available to work at least sixteen (16) hours per month. The Relief staff shall be required to provide availability which shall include both evenings and weekends one week prior to the posting of the schedule. Relief staff are required to work at least 2

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statutory holidays in a fiscal year. Statutory holiday calendar will be finalized 2 weeks prior to April 1st for the following year.

15. Shifts will be assigned if needed, bases on seniority to ensure adequate coverage.

Qualifications:

1. Successful completion of a social services or mental health discipline, college diploma or university degree. Consideration may be given to those working toward a diploma/degree in stated fields.
2. Knowledge and familiarity with the Halton community generally.
3. Case management experience.
4. Ability to work both independently and co-operatively within a community-based service providers' team.
5. Ability to carry out supervisors' directives.
6. Special interest and skill in working with consumers of mental health services.
7. Ability to recognize assess, respond and/or diffuse crisis situations.
8. Valid driver's license, adequate insurance coverage – use of a vehicle is essential.
9. Vulnerable sector police check within last 6 months required.
10. Willingness to work shifts as assigned/requested throughout Halton.
11. Ability to work in both French & English (Bilingual) is an asset

Shifts: Shifts offered are generally weekends (12:30pm to 8:30pm) and/ or week day evenings (4:30pm to 8:30pm) and on-call phone support rotation

Main Location: Halton Region

Wages: Step 1: \$21.86 Step 2: \$23.69

Commencement Date: immediate

Submit resume with the position title in the subject line to:

Cat Warden
Manager, Intake & Supportive Housing
Summit Housing and Outreach Programs
cwarden@summit-housing.ca

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Summit Housing and Outreach Programs strives to foster an equitable workplace that reflects the diversity of the community we serve and welcomes all qualified candidates including racialized individuals, members of the 2SLGBTQ+ communities, people with disabilities and people with culturally diverse backgrounds. Accommodations are available on request for candidates taking part in all aspects of the selection process.