

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

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**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.

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**Qualifications:**

1. Successful completion of a secondary school diploma and working towards social services or mental health discipline college diploma or university degree.
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. Willingness to work shifts as assigned/requested throughout Halton.
10. 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: 23.89 Step 2: 25.88

Commencement Date: ASAP

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](mailto:cwarden@summit-housing.ca)

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.