

**HAS AN OPENING FOR THE POSITION OF  
Housing Residential Program Worker (12 month contract)**

1.0 FTE Permanent (13 – 12 hour shifts in a 4 week period)

**LOCATION: FORT FRANCES, ONTARIO**

**Salary Range \$24.35-\$28.56/hour**

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**Position Summary:**

The Rainy River District Safe Bed Program provides 24/7 on-site supports for up to thirty days, to persons in crisis, who are medically stable, not a safety risk to themselves or others and are therefore, not suitable for hospital admission or criminal detention. Access to the Safe Bed Program is for those individuals who are in immediate contact with the police and/or the Joint Mobile Crisis Team.

Under the direction of the CMHAFF Safe Bed Program Lead and the Community Support Lead; the Housing Residential Support Worker is responsible for supporting individuals 16 years of age and older with a serious mental illness and/or addiction with daily living tasks, housing supports while facilitating an atmosphere of safety, independence, social interaction and community involvement. They will participate as a member of an interdisciplinary team whose focus is on recovery, stability, and short-term mental health residential support.

All services provided must be consistent with the Mission and Vision of the CMHAFF.

The Housing Residential Support Worker must maintain a safe working environment for themselves, co-workers and clients.

**Essential Duties:**

- Works in a manner that preserves, maintains and respects privacy and confidentiality of client and staff information.
- Responsible for knowing and meeting all health and safety requirements to ensure a healthy and safe workplace.
- Completes required documentation in a timely manner and in accordance with prescribed agency, Ministry and legal standards.
- Mentoring and/or teaching in activities and skills of daily living including budgeting, personal hygiene and meal preparation.
- Supporting residents with developing, participating and following through with recovery care plan goals and offers housing supports.
- Responsible for all residential duties including meal preparation, cleaning, grocery shopping and laundry while mentoring residents to foster independence.
- Ensure the safety and security of all residents during shift, including interpersonal safety and security of the residence.
- Liaise with other staff and community partners as necessary with respect to individual resident needs.
- Linking and assisting clients with housing supports and/or housing.
- Housing inspections and regular check ins with clients on the Forensic Housing client list.
- Completing housing applications for the public and private sector.
- Ensure the completion of shift responsibilities and routines as identified in agency policy and procedures.
- Maintenance of resident files and data files including updating of resident information, consistent with agency policies and procedures.
- Supports an environment which prevents and corrects all activities or actions that may result in safety incidents.
- Assists residents with medications including teaching, prompting and monitoring.
- Facilitates and coordinates groups and psychosocial education.

**Qualifications:**

- A Social Services or Health Care College Diploma or Certificate, combination of training, education and experience may be considered
- Current registration in professional designation preferred
- Mental health and/or addictions lived- experience is an asset
- Non-Violent Crisis Intervention training is an asset
- Experience working within the mental health and addictions sector is an asset
- Experience with coordinating and facilitating group work
- Must possess strong communication, organizational and time management skills
- Self-motivation to work independently and interpersonal skills to work well as a team member
- A valid Ontario Driver's License, with regular access to a vehicle is mandatory
- A valid First Aid/CPR Certificate is mandatory
- Current or ability to clear a Vulnerable Sector Criminal Record Check

Qualified applicants are asked to submit a resume and cover letter outlining their experience to:

Selection Committee

Canadian Mental Health Association, Fort Frances Branch

P.O. Box 446

Fort Frances, Ontario P9A 3M8

Fax: (807) 274-2473

Email: [shahkala@cmhaff.ca](mailto:shahkala@cmhaff.ca)

**This position will remain open until filled**

**We would like to thank everyone for their application, but only those selected for an interview will be contacted.**

CMHAFF welcomes applications from individuals with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.