



## POSITION DESCRIPTION

**POSITION TITLE:** Shared Care Counsellor - Adult      **DEPARTMENT:** Mental Health Program  
**CLASSIFICATION:** Community Mental Health Worker IV      **APPROVED BY:** Regional Lead- Community & Continuing Care  
**UNION:** MGEU Professional Technical      **DATE APPROVED:** August 26, 2021

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### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** Manager, Health Services – Mental Health & Addictions - Community Mental Health Program

**POSITIONS SUPERVISED:** None

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### POSITION PURPOSE

Working collaboratively with, and guided by the principles of My Health Teams, the Shared Care Counsellor - Adult offers one-time consultation, as well as evidence-informed short-term counseling intervention to individuals with non-complex mental health needs accessing services in Primary Care settings, while collaborating with family physicians, consulting psychiatrists and other health care services. As part of an integrated Primary Care Team, Shared Care also offers education, service coordination and liaison to further enhance continuity of care. Services are provided within a framework of advanced clinical practice and include consultation, psychosocial assessment, counseling interventions and psychiatric assessment for individuals whose mental health needs are likely to improve in a maximum of 6-8 consecutive sessions.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values, and the policies of Southern Health-Santé Sud.

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### ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Provides a welcoming environment and facilitates the development of respectful relationships with clients, their families, Primary Care Clinics and the community.

- Adheres to all mental health program policies and procedures and ensures that the program goals and service standards are met.
- Works within an interdisciplinary team and collaborates with other agencies and service providers in keeping with the requirements of the Personal Health Information Act, the Mental Health Act, other Acts and legislation as related to their program service area (e.g. Protecting Persons in Care Act).
- Implements psychotherapeutic interventions and treatment plans, class/group work based on evidence-informed practices within program resources and capacity.

## **Primary Responsibilities**

### **1. Assessment, Treatment & Evaluation**

#### a. Assessment

- Completes assessments of individuals who are eligible for Shared Care Mental Health services.
- Where indicated, seeks psychiatric consultation.
- Contracts with the client and obtains informed consent as indicated. Families and significant supports are included in this process as agreed upon through client consent.

#### b. Treatment

- Formulates and implements a treatment plan in accordance with recognized best practice, utilizing evidence-based Shared Care screening and monitoring tools.
- Tracks and monitors clients' pharmacotherapy and psychological status.
- Provides information, education, and support to clients and their families related to mental health conditions and relevant treatment options.
- Provides information and recommendations to clients, families and Primary Care Provider on relevant community services and resources.
- Works in close collaboration with the referring Primary Care Provider through the referral, assessment, and treatment process.

#### c. Evaluation

- Evaluates the effectiveness of the treatment plan and adjusts as required in consultation with the referring Primary Care Provider & consulting psychiatrist where appropriate.
- Utilizes identified monitoring tools to measure outcomes.
- Refers clients to appropriate services as indicated.

### **2. Consultation & Triage of other complex mental health presentations**

- At the request of the Primary Care Provider, provides assessment and referral recommendations (1-2 sessions) for individuals whose mental health difficulties are not clearly defined and treatment direction is not yet determined.
- Where indicated, seeks psychiatric consultation.
- Contracts with the client and obtains informed consent as indicated. Families and significant supports will be included in this process as agreed upon through client consent.
- Assists clients/families/inter-professional team members with system navigation and connection to appropriate community mental health or other support services.

## Secondary Responsibilities

### 1. Mental Health Promotion

- a) Participates in mental health promotion activities focusing on decreasing stigma and increasing mental wellness.
- b) Provides formal and informal education on relevant mental health subjects to Primary Care Providers, team members and partner agencies.

### 2. Mental Health Education, Training, and Consultation

- a) Provides formal and informal client-related consultation to Primary Care Providers within the Clinic.
- b) Participates in training, teaching, and mentoring of new mental health staff and provides preceptorship with students.

### 3. Administrative Requirements and Professional Development

- a) Contributes to Mental Health Program development by participating in designated committees, projects and working groups in consultation and approval by the Manager.
  - b) Participates in meetings and committee work in consultation and approval by the Manager.
  - c) Consults and meets with Manager as needed.
  - d) Utilizes peer supervision on an as needed basis.
  - e) Maintains written documentation on clients in EMR as required by the Primary Care clinic and regional policies and professional standards.
  - f) Participates in evaluation of statistical information as required by the Primary Care Clinic and the Community Mental Health Program.
  - g) Participates in ongoing professional development through attendance at Mental Health training opportunities, workshops and through the use of journal and other reference and resource material.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
  - Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
  - Performs other duties as assigned.

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RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

## PERFORMANCE MEASUREMENTS

1. Successful completion of probation.
  2. Biennial performance appraisal.
  3. Adherence to established standard practices through review of documentation and statistics.
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## **QUALIFICATIONS**

### **EDUCATION/CERTIFICATION:**

- Graduate of an accredited post-secondary education program in Social Sciences, i.e. BSW, BScMH, or nursing, i.e. BScPN, RPN, BN.
- Other relevant educational qualifications and experience may be considered.
- Active license and registration to practice as required by professional association and provincial legislation.
- Certification in Applied Suicide Intervention Skills Training (ASIST) or prepared to acquire.

### **KNOWLEDGE REQUIRED:**

- Knowledge and understanding of the range of mental disorders, and co-occurring substance use disorders as per DSM V, including corresponding evidence-informed psycho-therapeutic interventions.
- Demonstrated familiarity with psychotropic medications commonly prescribed for acute mental disorders.
- Demonstrated familiarity with client-related self-help and family participation.
- Demonstrated knowledge of all relevant legislation and standards.
- Demonstrated knowledge of Recovery-Oriented principles.
- Proficiency with MS Office suite of programs.

### **EXPERIENCE REQUIRED:**

- Minimum of two (2) years supervised counselling experience.
- Experience providing Psychosocial Assessment, mental status exams and evidence-informed counselling interventions.

### **SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:**

- Demonstrated excellence in communication, interpersonal and organizational skills.
- Demonstrated ability to prepare written communication.
- Demonstrated ability to provide full Psychosocial Assessment including diagnostic impression, as well as evidence-informed counselling interventions.
- Demonstrated ability to work in a culturally informed manner within a range of cultures.
- Demonstrated ability to work collaboratively within a multi-disciplinary team and across service sectors.
- Demonstrated ability to perform networking and agency relations.
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
- Demonstrated ability to meet the physical and mental demands of the job.
- Good work and attendance record.
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
- All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.

- Requires a valid Class 5 driver's license, an all-purpose insured vehicle and liability insurance of at least \$1,000,000.00.
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**WORK CONDITIONS:**

- No hazardous or significantly unpleasant conditions.
  - May work occasionally evenings and weekends as necessary.
  - Will be required to travel to other regional facilities as the position duties may require.
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**SALARY SCALE:**

As per MGEU Professional Technical Collective Agreement Salary Scale.

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*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*