



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>School Based Mental Health &amp; Addictions Nurse</b>
<b>Department:</b>	<b>Mental Health &amp; Addictions</b>
<b>Classification:</b>	<b>Nurse 3</b>
<b>Union:</b>	<b>Manitoba Nurses Union (MNU)</b>
<b>Approved by:</b>	<b>Regional Lead – Community &amp; Continuing Care</b>
<b>Date approved:</b>	<b>November 21, 2024</b>

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### REPORTING RELATIONSHIPS

Position reports to: Manager, Health Services – Mental Health & Addictions

Positions supervised: None

### POSITION PURPOSE

The Enhanced School-Based Mental Health and Addictions (ESBMHA) team is an interagency team, consisting of a High Fidelity Wrap Facilitator, Youth Addictions Worker, and Mental Health and Addictions Nurse working together to provide timely access to mental health and addiction services.

The School-Based Mental Health and Addictions Nurse, as a member of the interagency Enhanced School-Based Mental and Addictions team, provides mental health care, assessment, education and consultation within school divisions within an interagency collaborative care model. The Mental Health and Addictions Nurse provides direct clinical service to students and their families; safety and stabilization planning and consultation for students; and work towards developing capacity for early identification of mental health and addiction concerns within the school and respective school division.

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.

### ESSENTIAL FUNCTIONS AND BASIC DUTIES

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

## **Direct Clinical Service to Students and their Family:**

- Provides primary responsibility to the students and families within the school division (family support and engagement vs. family therapy, coaching, parenting skills) within a person-centered approach.
- The ESBMHA team reviews referrals submitted and provides assessment/consultation to accepted students and their families who meet acceptance criteria. The team conducts an initial assessment for youth with mental health concerns and/or substance abuse referred and accepted by the ESBMHA team.
- The ESBMHA assesses risk and prioritizes intervention to facilitate the appropriate timely response.
- Supports and implements recovery orientated practices.
- Obtains collateral information from community service providers, family and other health care providers.
- Provides support and education to students and families related to mental health concerns, such as support organizations, medication and resources.
- Provides referral to other community resources/programs as deemed appropriate.
- Provides direct and ongoing intervention to students with mental health and addiction concerns including:
  - Counselling
  - Skills teaching
  - Resource and support development
  - Family engagement and support
  - Medication education
- Liaises with:
  - Appropriate community services to access resources and advocate for students and families.
  - Students' current outpatient mental health providers to collaborate on their care plan.
  - Acute psychiatric inpatient units and crisis stabilization units to coordinate the planning process for the transition of students back into a school environment.

## **Safety and Stabilization Planning and Consultation**

- Provides mental health and addiction consultation to school teams as required to support planning and intervention, when primary responsibilities allow.
- Functions as a visible resource within the school division to provide general support to students and families experiencing stressful situations, crisis, loss and serious illness or injury, when primary responsibilities allow.
- Supports safety planning, consultation and assistance related to suicide risk for students.

## **Developing Capacity for Early Identification of Mental Health and Addiction Concerns**

- Provides education to school division staff and leadership with a focus of developing the capacity to recognize mental health and addiction concerns early on topics such as:
  - Mental Health Literacy
  - Mental Health Promotion
  - Mental Health and Addiction Stigma Reduction
  - School Wellness Plans
  - Global and Individual Safety Planning
  - Ways to respond and recognize a developing mental health and addiction concern

## **Documentation**

- Completes documentation as per SH-SS policies, procedures, and professional standards.
- Documents clinical documentation into the student/client's clinical record in a timely manner; ensuring that it is complete and concise.
- Follows documentation practices as outlined by the ESBMHA Team.

## **Evaluation / Outcome Measures**

- Collects relevant statistical information related to services provided.
- Works in partnership with leadership and provincial evaluators for the collection and evaluation of this provincial initiative.
- Participates in planning and reporting program successes and challenges.

## **Partnership, Collaboration and Advocacy**

- Functions as a liaison between the student, health care team members, as well as other internal and external providers.
- Assists students to link with community based supports and services.
- Acts as a nursing resource to all team members.
- Collaborates with other mental health and addiction nurses to share and establish a best practice model.
- Liaises, links and consults with psychiatrists, physicians, other providers and agencies as required in supporting the student's ultimate health and well-being.
- Mediates between differing interests in the pursuit of student health and well-being and facilitates equitable access to resources.
- Provides education and support to students, families, communities, agencies and staff on a variety of mental health topics.
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## **Professional Responsibility and Accountability**

- Participates in working groups and participates in the development of policies, guidelines and forms for use within the ESBMHA team.
- Collects accurate statistical information for reporting, and participates in analyzing the data for continuous improvement.
- Participates in evidence-informed professional development, demonstrates critical thinking and problem-solving skills with the implementation of policies and guidelines.
- Supports and acts as a preceptor for students in the clinical environment.
- Directly reports to the Mental Health Program, but is accountable to and collaborates as part of the ESBMHA team.
- Maintains regular communication with the Manager; submits reports/statistics as required, notifies manager of any critical situations that may have a broad regional impact for individual or other parts of the system.
- Participates in the school division, health (Child and Adolescent Community Mental Health Program), and Addictions Foundation of Manitoba (AFM) meetings as appropriate.
- Demonstrates the ability to foster a collaborative interdisciplinary environment that supports quality services, quality improvement, risk mitigation and staff empowerment.
- Reduces to a degree that is reasonably practicable, the rate of adverse events by learning to anticipate and manage them, to reduce the likelihood and severity of their occurrence.
- Engages in critical thinking and problem solving within professional scope of practice and seeks assistance as required.
- Participates in evidence-informed professional development.
- Builds capacity by sharing knowledge, through participation in professional development and practice development activities, mentoring students, orientating new staff, providing constructive feedback to colleagues and participating in research and quality improvement initiatives. i.e. participation in regional working groups and program teams.
- Takes preventative, as well as corrective action, individually or in partnership with others to protect students from unsafe, incompetent and unethical circumstances.
- Will act as the Violence Threat Risk Assessment, (VTRA), Community Program Liaison for SHSS.
- Uses and maintains equipment and supplies responsibly.
- Maintains good work and attendance record.
- 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.

*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. Biannual performance conversation.
3. Works within established standards and required competencies as evidenced by reviews and audits.
4. Performance is measured against ability to meet requirements of essential functions and duties outlined within this position description.
5. Adheres to Professional Standards of Practice and Code of Ethics.
6. Practice is congruent with Southern Health-Santé Sud core values, strategic plan, policies and procedures.

## **QUALIFICATIONS**

### Education/Certification:

- Current registration with the College of Registered Psychiatric Nurses of Manitoba or the College of Registered Nurses of Manitoba and the scope of practice as defined by the Regulated Health Professions Act (RHPA).
- Baccalaureate degree in Psychiatric Nursing preferred (e.g. BScMH, BScPN) or Registered Psychiatric Nurse with a combination of education and related experience will be considered.
- Basic Life Support (BLS) Certification.
- Certificate in Applied Suicide Intervention Skills (ASIST) is considered an asset.

### Knowledge required:

- Knowledge of mental illness and indicators of mental health distress in children and youth.
- Knowledge of, competence and aptitude for working with this specific client population (principles of crisis intervention, co-occurring disorders, youth mental health and addictions intervention, early intervention for psychosis, etc.).
- Knowledge of and experience using counselling theories relevant to treating youth with mental health or addiction concerns, such as Motivational Interviewing, Cognitive Behavioral Therapy, Dialectical Behavior Therapy, Strengths-Based Interventions, Trauma-Informed Practices, etc.
- Knowledge about psychotropic medications.
- Knowledge about substance abuse, addictions and co-occurring disorders.
- Understanding of Adverse Childhood Event (ACE) indicators, and their effect on a student's well-being and planning needs.
- Possess sound working knowledge of the Mental Health Act, Child and Family Services Act, Protecting Children Information Sharing Act, Registered Psychiatric Nurses Act / Registered Nurses Regulated Health Professions Act, Standards of Practice(CRPNM) / Standards of Practice (CRNM), CRPNM Code of Ethics/ CRNM Code of Ethics.

- Knowledge of relevant legislation and standards in Manitoba i.e.- Personal Health Information Act and others as specified by Southern Health-Santé Sud and the program area.
- Understanding of risk factors, modifiable and non-modifiable, that affect a student's wellbeing and planning needs.
- Working knowledge of the Violence Threat Risk Assessment (VTRA) process and community protocol.
- Knowledge of Early Intervention for Psychosis treatment and intervention modalities.
- Knowledge of High Fidelity WRAP Canada theory /processes and Community Mobilization Teams.
- Knowledge of Response to Intervention Principles (RTI).
- Knowledge of adult learning and the ability to teach individuals and groups effectively.
- Knowledge of Manitoba Education and School Division guidance for supportive services for students within the schools.
- Proficiency with Microsoft programs (Outlook, Word, Excel and Power Point), as well as Internet.

Experience required:

- Minimum of three (3) years within the past five (5) years of relevant child and adolescent clinical experience in mental health.
- Previous experience working within a team of interdisciplinary professionals and groups focused on collaborative approaches.

Skills/Competencies/Conditions of employment:

- Demonstrated ability to teach skills to youth, families and educate colleagues in providing mental health care.
- Demonstrated ability to complete mental health psychosocial assessments, understand and apply crisis intervention, and identify and utilize other treatment modalities/theories.
- Demonstrated ability to safely and effectively intervene with aggressive or self-destructive individuals.
- Demonstrated ability to foster a collaborative interdisciplinary environment that supports quality services, quality improvement and staff empowerment.
- Demonstrated ability in oral and written communication skills.
- Demonstrates ability in conflict resolution skills.
- Demonstrated ability to establish and maintain positive working relationships.
- Demonstrated ability to work independently and as a member of a health care team.
- Demonstrated ability to lead and make decisions autonomously.
- Demonstrated ability to use an analytical and inquiring approach to problem-solving while contributing to program improvement.
- Demonstrated ability and compliance with established policies and procedures.
- Demonstrated ability in organizational skills and flexibility to meet the demands of the position.
- Demonstrated ability to foster professional growth and competency relevant to practice area.

- Given the gender and sexual diversity of our region, the demonstrated ability and knowledge to respect and promote a sexual/gender diverse population is required.
- 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.

## **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.

## **SALARY SCALE**

As per Manitoba Nurses Union (MNU) Collective Agreement.

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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.*