# EXTERNAL POSTING

The Canadian Mental Health Association, Ottawa Branch (CMHA) is a private, non-profit charitable organization dedicated to promoting good mental health and improving the quality of life for individuals experiencing serious mental illness. The **Community Support Services** of CMHA provides outreach, long-term intensive support and housing to individuals with serious mental illness and substance abuse disorders who are homeless or at imminent risk of becoming homeless.

**CMHA currently has a vacancy for the following position**:

# Registered Nurse

**Type of Position:** **Permanent Full-Time**

**Hours of Work**: 35 hours per week, Monday to Friday, 8:30am - 4:30pm

**Pay Rate:** $42.89 - $45.08

**ESSENTIAL MINIMUM QUALIFICATIONS:**

**Education:** Completion of a Baccalaureate Degree in Nursing Science (BScN) is preferred.

**Additional Certification:**

* CPR certification within the last 12 months is essential.
* Current Canadian Psychiatric Mental Health Nurse Certification (Canadian Nurses Association) would be an asset.

**Experience:** A minimum of 4 years clinical experience working with individuals with severe mental illness in the community is essential. Additional recent relevant clinical work, in the judgment of the employer, with vulnerable individuals, specifically people who are homeless, who have substance use disorders, and/or who have been in conflict with the law is preferred.

**Professional Affiliation:** Current Registration with the College of Nurses of Ontario.

**Knowledge**:

* In-depth knowledge of major mental illness from a bio-psychosocial perspective, knowledge of substance use disorders and treatments
* Comprehensive knowledge of current pharmacology, psychotropic medications, their impact and complications, administration of psychotropic medications
* Up to date knowledge of relevant mental health and nursing policy, legislation and regulation
* Comprehensive knowledge in the functions and principles of case management and the rehabilitations principles of psycho-social rehabilitation
* Knowledge of community based and hospital in-patient/out-patient resources
* Demonstrates specific knowledge of health issues and of social problems associated with psychiatric disabilities, poverty, and the impact of mental illness on functional capacity

**Skills:**

* Ability to establish positive and supportive relationships with clients
* Ability to conduct comprehensive functional assessments that identify the client’s needs and determine interventions and services required to respond to the unique needs and preferences of the client
* Ability to advocate for individuals within the Mental Health, Criminal Justice, and Social Service systems
* Ability to represent CMHA concerning issues of mental health on outside committees
* Ability to work independently in a non-structured environment, including ability to work flexible hours and the ability to work safely without onsite supervision.
* Demonstrated strong belief in a client-directed practice
* Demonstrated non-judgmental attitude toward individuals who choose alternative lifestyles
* Ability to respond appropriately to crisis situations, including suicide interventions
* Ability to maintain client files as required by the program, demonstrates appropriate practices such a time management, confidentiality, and the ability to work according to the College of Nurses of Ontario Standards
* Work experience in Microsoft Office suite environment and/or experience with maintaining electronic client files is a definite asset

**Language:**

* Bilingual (French/English) essential.

**Vehicle:**

* Use of a vehicle is essential in meeting the demands of the job.

**Application Deadline:**

Please submit an application and résumé to **Recruitment at recruitment@cmhaottawa.ca.**

*The Canadian Mental Health Association is committed to developing inclusive, barrier-free selection processes and work environments. If contacted regarding this job posting, please advise us if there are any accommodation measures you may require.*

Applicants who receive a conditional offer of employment must produce a **Vulnerable Sector Police Records Check**, proof of academic achievement and meet all legal requirements for driving.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

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| **REGISTERED NURSE POSITION DESCRIPTION** |

# Canadian Mental Health Association

## OTTAWA BRANCH

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| **Title:** Registered Nurse **Reports to:** Program Manager  **Program:** Community Support Services **Approved by:** Executive Director  **Date Approved:** October 2003 **Date Revised:** |

*The Canadian Mental Health Association Ottawa Branch aspires to provide client-directed services and programs with and for people with mental health problems and to enhance, promote and maintain the mental health of individuals and communities through education and awareness*.

**POSTION SUMMARY:**

Under the direction of the Manager, Community Support Services, provides comprehensive community nursing assessment, treatment and rehabilitation services to identified individuals with serious mental illness. Working in collaboration with all members of the CMHA treatment team, provides consultation and expertise to CMHA frontline staff concerning the physical health care and mental health treatment of their clients as part of the overall client Community Support and Rehabilitation Plan. Provides a continuum of nursing clinical functions, including, individual assessment of client health needs, individual and group support of clients in areas such as medication management and psycho social education, individual client medication monitoring and administration of medication, follow-up and liaison to primary and tertiary health care providers, and provides ongoing education on related issues to CMHA staff.

**PRINCIPAL RESPONSIBILITIES AND DUTIES:**

**1. Conducts comprehensive nursing assessments of the range of mental health and physical health care needs of identified clients**

* 1. Liaises with frontline staff to identify clients for referral and responds to direct referrals from frontline staff
  2. Establishes a trusting relationship with clients
  3. Attends intake reviews of CMHA clients, collaborates with the development and implementation of the client Community Support and Rehabilitation Plan as appropriate, including recommendations for referral to other CMHA specialist services and/or outside community resources.
  4. Reviews client functional assessments, assessment documentation received through other sources, and Substance Use Disorder assessments toward identifying potential needed medical interventions
  5. Works closely with CMHA psychiatrist to ensure comprehensive medical and mental health assessment and treatment plans are in place for identified clients
  6. Assesses clients for potential group intervention (medication management, psycho social education)
  7. Develops and/or collects a range of appropriate nursing medical and mental health related assessment tools
  8. In collaboration with the assigned Hospital Outreach worker, provides on site referral assessments within Schedule 1 facilities if it is necessary to determine client’s manageable medical conditions within the community

**2. Provides clinical intervention to support Client Needs**

* 1. Reviews treatment recommendations of Psychiatrists and primary health care physicians and provides any necessary follow-up or interpretation to frontline staff
  2. Undertakes mental status exams, general mental health assessments and formulates treatment recommendations
  3. Routinely assesses client’s health for potential problems, including diabetes, COPD, asthma, liver disease, HIV, allergies, rashes, stomach problems, alcohol/drug related concerns, and develops appropriate care plans/treatment recommendations to address the concerns
  4. Supports existing CMHA agency service agreements with outside agencies and develops protocol for Nursing service collaboration as appropriate
  5. Provides a minimum workload of direct client intervention as directed by immediate supervisor
  6. Attends reviews of all active files at 6 month intervals for assessment of ongoing involvement. In consultation with direct supervisor and other appropriate CMHA team members, assists assigned CMHA worker with the development of recommendations for ongoing support plan of client including: continued Hospital Outreach Worker support; transfer internally to long term CMHA Community Support Worker support; follow-up with internal CMHA support groups or Specialist Team services; external referral for ongoing support (such as ACT, CTO, MHCSS), or file closure.

**3. Develops group treatment and provides individual treatment and support for clients in the area of medication management and psycho social education**

**3.1** Develops core curriculum for group treatment and updates as appropriate

* 1. Co-facilitates group treatment, including skill training, educational, medication management or support groups for clients with CMHA Treatment Team members as appropriate
  2. Provides individual support/education to clients where group intervention is not appropriate

**4. Provides consultative services to CMHA Frontline staff and family members**

* 1. Provides support and education to CMHA staff as appropriate to better manage psychiatric and medical conditions of clients (both individually and as agency in-services).
  2. Responsible for establishing and implementing agency Policy and Procedures concerning ongoing primary health care training needs of staff (e.g. universal precautions, TB, HIV, Flu shots, CPR certification)
  3. Provides coaching to staff on their presentation to review boards, the Justice of the Peace, Emergency Room visits, and collaborating with in-patient staff
  4. Provides consultation on Capacity and Consent issues
  5. Provides support and education to family members

5. Under authorization of a psychiatrist or physician, administers medications, including injectable medication, where appropriate

* 1. Takes a lead role in developing and maintaining agency Policy and Procedures concerning the administration of medication
  2. Adheres to standards as set out by the College of Nurses of Ontario and established agency Policy and Procedures
  3. Follows agency procedures and College of Nurses of Ontario Standards regarding documentation of medication administration and reporting of errors.

6. Conducts ongoing assessment and observation for effects and side effect to the prescribed medication

* 1. Acts, with client’s consent and in collaboration with the CMHA primary support worker, as liaison with client’s psychiatrist / physician
  2. Educates CMHA staff as to the effects and side effects of prescribed medications

7. Conducts job related activities in accordance with the objectives of the program.

* 1. Provides psychosocial rehabilitation, supportive counseling and therapeutic support to clients in achieving goals, particularly in areas related to repeated hospitalizations, long term hospitalizations, and/or frequent Emergency Room presentations.
  2. Participates in the evaluation of the programme goals and objectives making recommendations on changes to current programme activities for improved service delivery.

**8. Completes and maintains all file management and reporting functions in a comprehensive and timely manner**

* 1. Completes all required recorded client contact appropriately
  2. Completes monthly, annual, and other required documentation
  3. Completes all appropriate functional assessments and treatment plans

**9. Assists other agency staff where skills are applicable**

* 1. Provides additional support and/or back-up to colleagues as required
  2. Co-facilitates skill training, educational, or support groups for clients with CMHA Specialist Team members as appropriate
  3. Participates in the CMHA’s information and referral rotation system as assigned
  4. Participates in the delivery of a variety of educational presentations dealing with mental health, mental illness, and Branch services.
  5. Participates in special events and activities for agency public education campaigns such as Mental Health Week, Mental Illness Awareness Week, and United Way activities

10. Maintains up-to-date knowledge of the Mental Health Act and related legislation, the structure and personnel of local social agencies, government departments, institutions and other groups concerned with the client population, and trends and development in the community that could affect the provision of mental health services

11. Delivers services in a way that maintains personal safety and the client’s physical, social, cultural, and emotional well-being.

* 1. Develops the appropriate skills and knowledge through ongoing training.
  2. Delivers that service in a way that complies with specific legislation, standards of practice, and the policies and procedures of the agency.

**12. Participates and contributes toward the effective working of the team and overall operation of the agency.**

* 1. Participates in regular staff supervision, client reviews, team meetings, information and referral assignments, planning activities and/or other activities or special assignments as directed by the Program Manager/Executive Director

12.2 As a team member, accepts joint responsibility for decisions reached by these processes

**13. Provides support and/or supervision to agency volunteers and students assigned to the program area**

* 1. Provides regular supervision, advice and support to volunteers and student placements in program and service area
  2. Evaluates performance of volunteers and students in the program area

**14. Avails self of opportunities for professional development**

* 1. Brings forward training needs and takes responsibility for seeking out relevant training opportunities
  2. Participates in workshops and seminars as required
  3. Undertakes required activities to maintain status as Registered Nurse

**15. Represents program and agency in a professional manner**

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| DISCLAIMER This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. The incumbent may be asked to perform other duties as required |

Approved by the Executive Director:

Date:

# Canadian Mental Health Association

**Ottawa Branch**

# Job Specifications – Registered Nurse

**Education:**  Knowledge and skill acquired through completion of a Baccalaureate Degree in Nursing Science (BScN) is preferred.

**Additional Certification:** CPR certification within the last 12 months is essential. Current Canadian Psychiatric Mental Health Nurse Certification (Canadian Nurses Association) is preferred.

**Experience:** A minimum of 4 years psychiatric nursing practice experience working with individuals with severe mental illness in the community is essential. Additional recent relevant clinical work, in the judgment of the employer, with vulnerable individuals, specifically people who are homeless, who have substance use disorders, and/or who have been in conflict with the law is preferred.

**Professional Affiliation:** Current Registration with the College of Nurses of Ontario

**Language:** Bilingualism (French/English) is essential

**Knowledge**:

* In-depth knowledge of major mental illness from a bio-psychosocial perspective, knowledge of substance use disorders and treatments
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**Skills:**

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* Work experience in Microsoft Office suite environment and/or experience with maintaining electronic client files is a definite asset

**Coping:** Able to maintain a mature problem-solving attitude while dealing with interpersonal conflict, potentially challenging conditions, personal rejection, hostility or time demands.

**Teamwork:** Able to work with other professionals particularly from other disciplines to problem solve and achieve common goals in a participative manner using a cooperative approach

**Interaction:** Able to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport

**Decision making and problem solving:** Able to take action is solving problems while exhibiting judgment and a realistic understanding of issues, able to use reason, even when dealing with emotional topics/situations.

**Policy and Procedures:** Able to relate to routine operations in a manner that is consistent with existing policy and procedures; able to conform to established policy and procedures.

**Analytical problem solving:** Able to use a systematic approach in solving problems through analysis of problem and evaluation of alternative solutions.

**Energizing:** Able to create positive energy (motivation) in both individuals and groups

**Working Conditions:** May be exposed to unpleasant conditions, second hand smoke, verbal abuse, threat of physical abuse, and communicable diseases. Must be able to climb stairs.

A VALID CLASS G DRIVER’S LICENSE AND MEANS OF TRANSPORTATION ARE REQUIRED FOR THIS POSITION

Successful applicants must satisfy the employer that they meet all legal requirements for driving. Applicants who receive a conditional offer of employment will be required to undergo a security review.

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| DISCLAIMER  Because of the changing nature of work and the work to be done, the job specifications may be changed or altered as required. |

ED Initials: Date: