
Case Manager Job Description

Purpose:

Hamilton Program for Schizophrenia (HPS) is an intensive case management program for those with Schizophrenia and Schizoaffective Disorder. Our mission is to facilitate individual mental health recovery by promoting hope, choice and wellness for personal growth. HPS is seeking a full-time permanent Case Manager. Reporting to the Clinical Director, HPS case managers deliver intensive case management and recovery-oriented, psychosocial rehabilitation support to individuals with a diagnosis of schizophrenia and schizoaffective disorder. They partner with clients and work together to achieve goals.

Responsibilities:

- Develop a therapeutic connection with clients
- Support individuals with development and implementation of an individualized, comprehensive, recovery-oriented plan based on the client's goals
- Assess, develop a plan, and implement supports and programs that facilitate client's recovery
- Monitor evaluate and document progress and outcomes
- Maintain clinical documentation at appropriate professional standards
- Advocate and link to other resources as required
- Work collaboratively with the HPS team
- Provide associate case manager and office 'triage coverage' duties, as assigned
- Administer medication injections to clients of HPS (Applicable only if you are a Registered Nurse)
- Participate in medication stock and supply management (Applicable only if you are a Registered Nurse)
- Administer clozapine monitoring system (Applicable only if you are a Registered Nurse)
- Participate in education of health professional students
- Participate in program evaluation activities
- Adhere to the administrative and clinical guidelines described in the HPS Policy and Procedure Manual
- Document workload measurement
- Complete OCANs on each client as per guidelines
- Other duties as assigned

Job Qualifications & Requirements:

The successful candidate must be a member in good standing of a regulatory college such as College of Nursing, Social Work or Occupational Therapy of Ontario AND a graduate from a recognized University, with experience in Mental Health and Addictions in a community setting.

- Knowledge: Solid knowledge and understanding of mental health and addictions assessment and treatment, intensive case management (ICM), legislative and regulatory requirements relevant to ICM
- Attitude: Professional attitude in keeping with recovery principles and HPS Philosophy including sensitivity to the diversity and uniqueness of HPS clients
- Clinical reasoning skills: Uses evidence –based judgement, sound decision-making and problem-solving skills
- Communication skills: Demonstrates effective listening, verbal, non-verbal skills with clients and multidisciplinary team members and documentation skill
- Experience: proven track record of developing therapeutic relationships, case management ability and documentation in clinical health records
- Experience and training in the following are an asset: Cognitive Behavior Therapy, Dialectical Behavior Therapy and Motivational Interviewing, Cognitive Adaptation Training, Assessment of Motor and Process Skills (Applicable only if you are an Occupational Therapist)
- Responsible, accountable and quality management focused
- A valid driver's license, access to a reliable vehicle and insurance is required
- Computer literacy is required
- Bilingualism (French/English) or proficiency in a second language would be an asset.
- This position is part of an Ontario Nursing Association Bargaining Unit

Accountability:

This role is accountable to the Clinical Director

Job Type: Full-time Permanent, 35 hours/week