



Canadian Mental  
Health Association  
Kenora  
*Mental health for all*

**Canadian Mental Health Association, Kenora Branch**

**NEW POSITION:**

**Mobile Mental Health & Addictions Clinic**

**Registered Nurse/Registered Practical Nurse (Lifespan)**

**Psychiatric & Mental Health Specialty**

Reporting to the Mobile Mental Health & Addictions Team Lead the Mobile Mental Health & Addictions Clinic Registered Nurse/Registered Practical Nurse works within a multidisciplinary team who is responsible for assessing clients' physical health needs, making appropriate referrals to community physicians, providing management and administration of medication in conjunction with the consulting psychiatrist or practitioner, and providing a range of treatment, rehabilitation, and support services across the lifespan. The MMHAC Registered Nurse/Registered Practical Nurse is expected to work as a member of a team and is expected to participate in clinical supervision with the Mobile Mental Health & Addictions Team Lead. The MMHAC Registered Nurse/Registered Practical Nurse will ensure that the following objectives are achieved through the clinic: improving access to mental health and addiction services for unserved and underserved areas; improving health outcomes by removing barriers to access, including geography, transportation, and stigma; reducing healthcare costs by encouraging and easing intervention early and mitigating the need for higher intensity support later on; and reducing health disparities by ensuring access to services that are culturally and developmentally appropriate and available where and when clients need them. The MMHAC Registered Nurse/Registered Practical Nurse will develop relationships with external providers to implement a collaborative service delivery model in multiple sites which will also include a landing space location identified for the MMHAC. The MMHAC Registered Nurse/Registered Practical Nurse will ensure that high standards of quality client care and professional conduct is maintained, and that services provided are evidence-based, best practice approaches in partnership with traditional approaches as identified by the community and area. The MMHAC Registered Nurse/Registered Practical Nurse will coordinate shift-management with other registered nurse/registered practical nurses within the Canadian Mental Health Association, Kenora Branch when required by the MMHAC Team Lead and Chief Executive Officer.

**Qualifications:**

Registration or eligible for registration with the College of Nurses of Ontario  
Knowledge of mental health/illness and mental health difficulties and treatment modalities  
Experience working in a community-based or outpatient mental health setting is preferred  
Working knowledge of community resources and agencies  
Knowledge of mental health/mental illness, and mental health difficulties  
Highly developed screening, and assessment skills  
Case management and advocacy skills  
Understanding of the Recovery Philosophy  
Leadership skills  
Professionalism in the performance of duties  
Ability to work independently and in a team environment and self-motivated  
Computer literacy and recording skills  
Cultural Competence for diverse populations  
Valid Driver's License  
Criminal Records Check  
Certification in CPR and First Aid or willingness to obtain same

## Duties:

Responsible for:

- Adherence to all policies and procedures of Canadian Mental Health Association, Kenora Branch
- Assurance of confidentiality of all clients, personnel, and organizational records and information
- Implement a collaborative service delivery model in multiple sites which will also include a landing space location identified for the MMHAC
- Work collaboratively with community partners to reduce barriers and develop collaborative approaches to ensure that a range of mental health and addiction services is accessible to persons who were previously unserved or underserved
- Perform shift management as per established policies and procedures
- Ensure completion of a nursing assessment for those accessing the Mobile Mental Health & Addictions Clinic as identified within the funding agreement as well as internally by the organization
- Engage in providing medication administration where applicable to those accessing the MMHAC and ongoing medical services as needed
- Develop, revise, and maintain client psychopharmacological and medical treatment including transcribing, administering, evaluating, and recording psychotropic medications prescribed by the Consulting Psychiatrist or practitioner
- Under the direction of the MMHAC Team Leader/Psychiatrist manage pharmaceuticals and medical supplies
- Assessment of client needs and mental status and the development of appropriate recovery plans
- Facilitate and monitor the implementation of client recovery plans
- Refer to internal to multi-disciplinary MMHAC where appropriate and promote interagency collaboration and integration and to external community agencies and services
- Engage in education of client, family, and community
- Development and facilitation of treatment, skills enhancement, or education groups
- Ensure compliance with funder's financial guidelines, targets, and operational mandates
- Conducting regular formal or informal evaluation of client satisfaction, achievement of goals, reassessment of service requirements and or needs in consultation with the client
- Actively participate in quality improvement across the organization
- Actively participate in the development of sustainability of the ongoing Accreditation Standards, Required Organizational Practices and Quality Improvement projects
- Promote the MMHAC in various public events and by presenting present program information to groups and organizations at community education events
- Ensure all file management and reporting functions are maintained in a comprehensive and timely manner
- Participates and contributes toward the effective working of the team and overall operation of the agency
- Participate in clinical team meetings and staff meetings as scheduled by the MMHAC Team Lead and Chief Executive Officer
- Assist in program orientation and training of new employees of the MMHAC
- Provides support and supervision to agency volunteers and students assigned to the program area
- Maintain client files consistent with policies and procedures of Canadian Mental Health Association, Kenora Branch
- Professionally representing Canadian Mental Health Association, Kenora Branch
- Drafting all necessary correspondence and reports regarding clients as directed by the MMHAC Team Lead
- Participate in administrative and office functions, including ongoing maintenance of MMHAC locations
- Participate in educational and professional development opportunities
- Ensure safety and security of all clients of the MMHAC during shift, including interpersonal safety and safety of the MMHAC staff
- General administration duties
- Complete regular reviews and audits of program files to ensure compliance with the agencies policies and procedures

- Participate on specific committees or working groups as assigned by the MMHAC Team Lead and Chief Executive Officer
- Provide a safe environment by ensuring adherences to Workplace Health and Safety Regulations and Policies, Infection Control Guidelines, WHIMIS and Safe Work Procedures; including but not limited to Fire, Disaster and Evacuation Plans
- Ensure client safety and client safety activities are emphasized throughout orientation of new staff members
- Operate any equipment and work in a way that does not endanger oneself or any other worker
- Identify and report workplace hazards to the MMHAC Team Lead, Operations Coordinator, Finance Manager and Chief Executive Officer
- Support an environment which avoids, prevents, and corrects all activities or actions which may result in an adverse outcome in the delivery of mental health services
- Responsible for self-care
- Other duties as directed

**For more information, please visit [www.cmhak.on.ca](http://www.cmhak.on.ca)**

**Please submit resume by March 12<sup>th</sup>, 2024 attention  
to: Hiring Committee  
Canadian Mental Health Association, Kenora Branch  
227 Second Street South, 2<sup>nd</sup> Floor  
Kenora, Ontario P9N 1G1  
Email: [office@cmhak.on.ca](mailto:office@cmhak.on.ca)**

The Canadian Mental Health Association, Kenora Branch welcomes and encourages applications from people with disabilities.

Accommodations are available on request for candidates taking part in all aspects of the selection process.