



Canadian Mental  
Health Association  
Kenora  
*Mental health for all*

**Canadian Mental Health Association (CMHA) Kenora Branch  
Registered Nurse/Registered Practical Nurse  
Full-Time Position**

**Summary**

This member of the Assertive Community Treatment Team (ACTT) multidisciplinary team is responsible for participating in the conducting of psychiatric assessments, assessing clients' physical health needs, making appropriate referrals to community physicians, providing management and administration of medication in conjunction with the psychiatrist, and providing a range of treatment, rehabilitation, and support services. The Registered Nurse/Registered Practical Nurse is also required to share shift-management with other staff. This position reports to the ACT Team Leader.

**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  
Assessment/ Evaluation skills  
Working knowledge of community resources and agencies  
Ability to work independently and in a team environment  
Computer literacy and recording skills  
Cultural Competence for diverse populations  
Valid Driver's Licence  
Criminal Records Check  
Certification in CPR and First Aid or willingness to obtain same

**Duties**

Responsible for:

- Adherence to all policies of the CMHA Kenora Branch
- Assurance of confidentiality of all client, personnel and organizational records and information
- Maintenance of client files and data files including updating of client information consistent with policies and procedures of the CMHA
- Maintenance of professional qualifications and registration
- Participation in ongoing training and education and application of new skills to practice
- Perform shift management as per established policies and procedures
- Provide crisis intervention, Advocacy
- Develop and deliver a specialist role in Concurrent disorders, Diabetes Education, Smoking Cessation, Ontario Telemedicine Network, or other specialty as deemed necessary by the Team
- Take the lead role or participate in providing medication administration and medical services
- Develop, revise, and maintain client psychopharmacological and medical treatment including transcribing, administering, evaluating and recording psychotropic medications prescribed by the Team Psychiatrist
- Under the direction of the Team Leader/Psychiatrist manage pharmaceuticals and medical supplies
- Provide case management for an assigned group of clients and their families. This includes providing side by side individual support to assist clients in obtaining the necessities of daily living.
- Assessment of client needs and mental status and the development of appropriate treatment plans
- Facilitate and monitor the implementation of client treatment plans
- Participate in daily staff meetings and treatment plan meetings
- Plan, structure and provide group and individual leisure time activities on evenings, weekends and holidays
- Participate on specific Committees or task or work groups as assigned by the Supervisor
- 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

- 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
- Participation in administrative and office functions
- 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: [careers@cmhak.on.ca](mailto:careers@cmhak.on.ca)**