

Position Number: **Benchmark Job #207**

Ministry: Health

Branch: Mental Health Services

Location: Victoria

Working Title: **Coordinator, Adult Community Support**

Level: Range 30

NOC Code: 4151

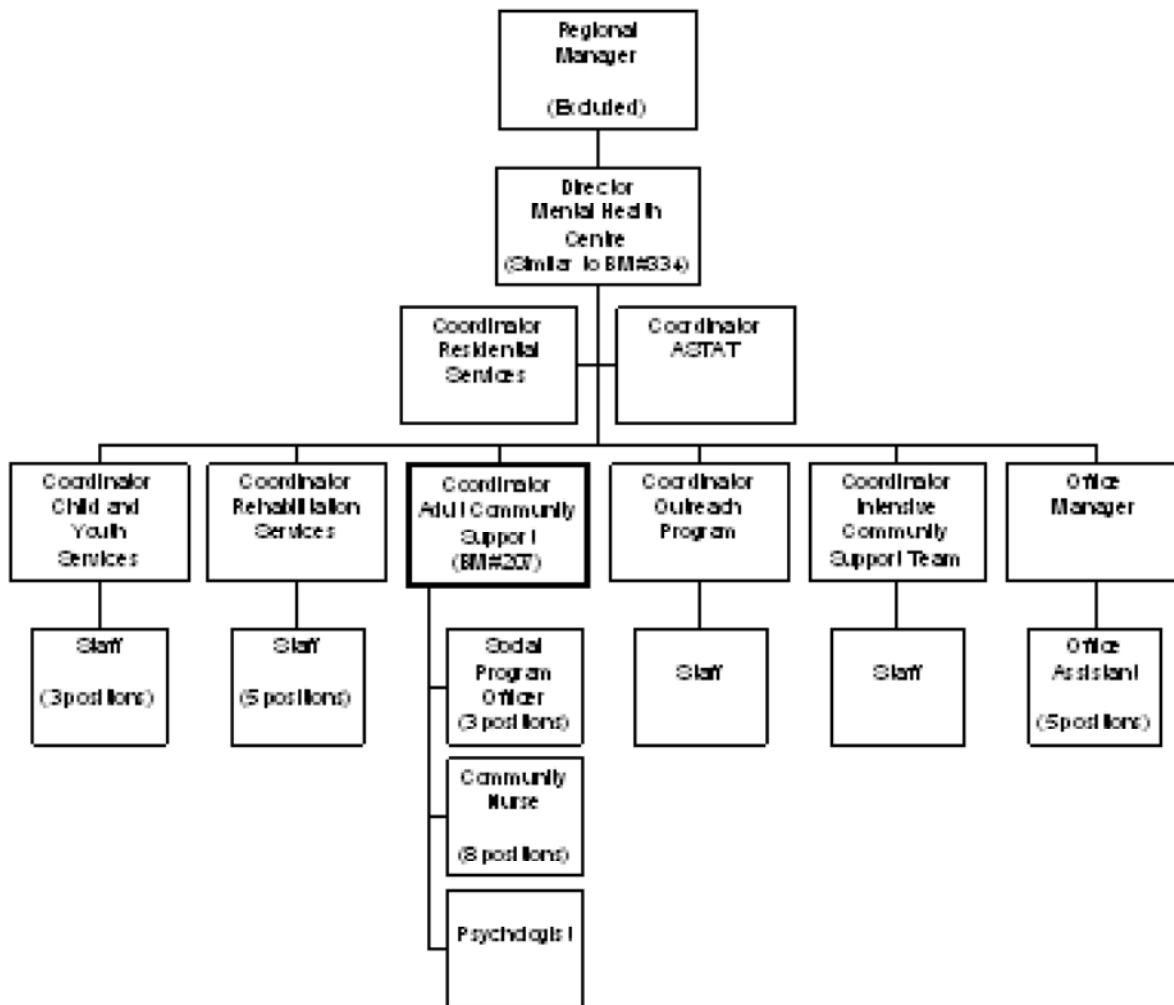
## PRIMARY FUNCTION

To coordinate bio-psycho-social assessment, treatment and rehabilitation services for mentally ill adults in a mental health centre.

## JOB DUTIES AND TASKS

1. Coordinates bio-psycho-social assessment, treatment and rehabilitation services for mentally ill adults
  - a. coordinates assessment, treatment, rehabilitation services and resources for chronic mentally ill adults and adults in serious crisis situations
  - b. provides generalized screening and referral services for acutely ill patients
  - c. provides emergency psychiatric and outreach services in coordination with other community agencies
  - d. establishes and monitors standards of clinical practise and service delivery to clients including auditing case reviews and/or clinical files to ensure compliance with clinical policy
  - e. reviews assessment and treatment plan reports to ensure inclusion of pertinent client information, diagnosis, assessment, formulation and treatment/management plan
  - f. evaluates intervention outcomes and proposed options
  - g. coordinates the delivery of service among clinical and contract staff and other community programs
2. Supervises multi-disciplinary clinical staff (12 FTE's) in the provision of adult services
  - a. supervises staff including hiring and training
  - b. plans, assigns and reviews work
  - c. sets work priorities and standards
  - d. conducts formal appraisals of work performance and takes disciplinary action if required
3. Provides clinical services and manages a client caseload for adults with longstanding mental health problems
  - a. assesses clinical cases including identification and planning of treatment and rehabilitation goals
  - b. utilizes a variety of treatment modalities and therapies for individuals, groups and/or families
  - c. implements treatment and rehabilitation plans, evaluates outcomes and makes modifications
  - d. prepares reports, progress notes and other documentation and sets up and maintains client records and files
  - e. interviews clients to determine the nature and extent of any problems experienced and to estimate the severity of treatment management
  - f. conducts clinical assessments required by statute including recommending restrictions upon client's financial rights and privileges and recommending involuntary committal if necessary

4. Develops, negotiates and monitors contracted and directly funded community programs
  - a. identifies and costs program service needs in the community
  - b. participates in the development of budgets for contracted and directly funded programs
  - c. negotiates and writes various service contracts for approval
  - d. monitors allocation and expenditure of budgeted funds for contracted and directly funded service providers
  - e. advises and assists funded agencies in the development of budgets for approved programs
  - f. monitors funded agencies to ensure the maintenance of contracted programs
5. Provides educational and consultative services on mental health services and community support programs
  - a. provides educational and promotional services to the public, community groups and professionals
  - b. evaluates educational programs for adherence to policy and developments in the field of care
  - c. participates in inter-agency meetings to review and establish clinical procedures for resolving sensitive cases, programs and resource development and other related topics
  - d. provides consultation and advice to staff, community groups, agencies and hospitals



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
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1	<p><b>JOB KNOWLEDGE</b></p> <p>Understand all related issues of a significant and specialized adult community psychiatric support program to coordinate bio-psycho-social assessment, treatment and rehabilitation services for mentally ill adults in the community.</p>	I	305
2	<p><b>MENTAL DEMANDS</b></p> <p>Judgement to plan, organize, and evaluate bio-psycho-social assessment, treatment and rehabilitation services for mentally ill adults, coordinate development of external programs, establish and monitor standards of clinical practice and evaluate educational programs for adherence to policy.</p>	H	250
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b></p> <p>Influence and formal counselling skills are required to provide therapy to initiate behavioural change with mentally ill adults in the community.</p>	E	60
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b></p> <p>Moderate coordination and dexterity required to drive vehicle to visit contracted agencies to ensure the maintenance of contracted programs</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b></p> <p>Guided by general policies and clinical psychology standards, supervise clinical staff in the provision of adult community support services in a mental health centre, coordinate the development of external resources and service programs in the community and provide clinical services and manage a caseload for adults with longstanding mental health problems.</p>	F	160
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b></p> <p>Considerable financial responsibility to develop, negotiate and write various social service contracts for approval in amounts up to \$100,000 where results are defined in terms of a general statement.</p>	F	43

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7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b></p> <p>Moderate responsibility to organize a project information system by setting up and maintaining caseload files.</p>	C	15
8	<p><b>RESPONSIBILITY FOR HUMAN RESOURCES</b></p> <p>Responsibility to supervise a multi-disciplinary team, appraise employee performance and take disciplinary action (12 FTEs).</p>	DG	23
9	<p><b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b></p> <p>High level of care and attention to manage community support services to mentally ill adults in a mental health centre.</p>	F	50
10	<p><b>SENSORY EFFORT/MULTIPLE DEMANDS</b></p> <p>Focused awareness of others to frequently observe clients and be prepared to respond immediately to emergency situations.</p>	C	12
11	<p><b>PHYSICAL EFFORT</b></p> <p>Moderate physical effort to frequently focus visual attention to case files, progress notes, assessment and treatment plan reports.</p>	C	12
12	<p><b>SURROUNDINGS</b></p> <p>Exposure to frequent unpleasant dealings with unstable clients.</p>	C	6
13	<p><b>HAZARDS</b></p> <p>Significant exposure to hazards from frequent possibility of violence from mentally ill clients in community support services office.</p>	D	9

Total Points: 960

Level: Range 30