



UNION JOB DESCRIPTION

JD3264

JOB TITLE:	Centralized Access to Supported Housing/Residential Care Facilitator	JOB DESCRIPTION NO.:	60500
CLASSIFICATION:	Occupational Therapist P1	GRID/PAY LEVEL:	H-J-P1
COLLECTIVE AGREEMENT:	Health Science Professionals	HSCIS NO.:	38901
UNION:	BCGEU	JOB/CLASS CODE:	38901
PROGRAM/DEPARTMENT:	Mental Health & Addiction Services	BENCHMARKS (If Applicable):	
REPORTING TO:	Coordinator		
FACILITY/SITE:	Various VIHA Sites - SI Health Services Delivery Area (RJH)		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority, patient safety is a priority and a responsibility shared by everyone at VIHA; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

As part of the multidisciplinary CASH facilitation team, the CASH Facilitator is responsible for processing community referrals for supported housing and residential care, collecting collateral information, presenting comprehensive referrals and updated vacancy inventory to CASH Selection Committee, facilitating communication between all involved parties and maintaining the integrity of the referral and selection process.

The CASH Facilitator develops and maintains a strong working relationship with internal and external professionals and community organizations.

TYPICAL DUTIES AND RESPONSIBILITIES:

The Facilitator ensures the effective operation of the Centralized Access to Supported Housing/Residential Care initiative as follows:

1. Using recognized occupational therapy, physical, psychosocial and cognitive assessment tools, performs initial screening and in-person mental health and community supported housing assessments to recommend the appropriate housing model based on client's needs, client functioning, housing policies, and best practices by methods such as reviewing referrals from a variety of sources including mental health teams, hospitals, physicians, family members, community agencies and self-referrals; determining appropriateness of request, client eligibility, and housing vacancies; gathering client information/history and seeking additional information if needed; performing a brief initial appraisal determining priority based on client needs.
2. Responds to mental health and community supported housing inquiries by methods such as adjusting priority levels of clients as required, facilitating CASH Selection Committee decisions regarding mental health and community supported housing vacancy management, and responding to inquiries regarding housing waitlist status and emergent crisis; meeting with client to conduct comprehensive housing assessments when housing vacancy exists to ensure appropriate placement and attending meetings with housing agencies; ensuring linkages between client and the appropriate rehabilitation and support resources; collaborating with the CASH Selection Committee to determine best housing model for clients, urgency of request and top candidate for housing option.

3. Facilitates timely admissions to appropriate mental health and community supported housing resources by collecting and maintaining a current vacancy account of mental health and community supported housing resources, coordinating a database of referrals to mental health and community supported housing resources, working in close liaison with CASH Selection Committee to ensure referrals are prioritized in accordance with established policies and procedures; advising mental health and supported housing coordinators of CASH Selection Committee recommendations and integrating feedback from mental health and supported housing coordinators regarding policy and service delivery changes to particular housing resources.
4. Provides consultation and guidance to hospitals, physicians, family members, community agencies and other referral sources on the interpretation and application of policies relevant to eligibility and access to applicable mental health and community supported housing resources.
5. Ensures current and comprehensive information is included in referrals to mental health and community supported housing resources by communicating with referral sources on prioritized placements of clients and status updates on clients using established guidelines and policy.
6. Assists in the development and provision of orientation and education regarding mental health residential and supported housing resources and system access.
7. Develops and maintains applicable CASH guidelines, policies and procedures under the direction of the CASH Community Advisory Board.
8. Maintains client and program information in compliance with all relevant privacy legislation and practice at all times.
9. Performs other related duties as required.

QUALIFICATIONS:

Education, Training And Experience

Graduation from a recognized university program in Occupational Therapy. Current licensure in a practicing category with the College of Health and Care Professionals of BC as an Occupational Therapist. Eligible for membership in the Canadian Association of Occupational Therapists (CAOT). One (1) to two (2) years' experience working with Mental Health and Substance Use Service clients; or a combination of education and experience may be considered. Two (2) years' recent related experience in areas requiring assessment, planning and support provision for the focus population such as supported housing, homelessness outreach, crisis counseling or other similar work environments.

Working knowledge of mental health and alcohol and drug addiction issues, brain injuries, PTSD, FAE, generational poverty, abuse, crisis intervention and strategies, the change process, and community dynamics related to housing. Knowledge of community programs and services, their interrelationships, and their function in delivering support in the community. Knowledge of applicable legislation, such as the Mental Health Act, Residential Tenancy Act, Employment and Assistance Act, Employment and Assistance for Persons with Disabilities Act. Experience with functional assessments to direct appropriate residential placements; or an equivalent combination of education, training and experience. Valid BC Driver's License.

Skills And Abilities

- Demonstrated capacity to apply current and extensive housing knowledge and expertise for clients with multiple barriers to stable housing;
- Demonstrated capacity to liaise in a constructive and collaborative fashion with a variety of social service providers and with staff at various organizational levels;
- Demonstrated organizational, problem solving and teaching skills;
- Demonstrated judgment, good observation and client assessment skills, tact and empathy;
- Ability to communicate effectively, both verbally and in writing;
- Ability to work professionally and effectively with clients experiencing multiple barriers to stable housing;
- Ability to work collaboratively as part of a multidisciplinary team and to proactively manage and resolve conflict;

- Ability to promote positive change and independence;
- Ability to prioritize and organize workload;
- Ability to carry out the duties of the position;
- Ability to foster good public relations;
- Ability to manage electronic communication including email, text messaging and other current applications; and
- Ability to operate a variety of applicable windows based software as well as database applications and other office equipment.