



UNION JOB DESCRIPTION

JD4525

JOB TITLE:	ACT Team Leader	JOB DESCRIPTION NO.:	4525
CLASSIFICATION:	Disciplines Allied to Social Work S2 - Over 8 up to 16 FTE	GRID/PAY LEVEL:	H-I-S2B
COLLECTIVE AGREEMENT:	Health Science Professionals	HSCIS NO.:	50022
UNION:	BCGEU	JOB/CLASS CODE:	50022
PROGRAM/DEPARTMENT:	Mental Health and Substance Use	BENCHMARKS (If Applicable):	
REPORTING TO:	Manager or designate		
FACILITY/SITE:	VIHA South Island Health Services Delivery Area		

JOB SUMMARY:

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

Reporting to the Program Manager or designate, participates in developing, implementing, coordinating and evaluating services to be provided by an Assertive Community Treatment team in accordance with established policies and procedures. Utilizing knowledge and clinical expertise in the assigned clinical area, functions as a clinical resource, providing consultation and in-service to nurses, clinical staff, physicians, other program teams, community service providers and other health care team staff regarding the care and treatment of patients/clients/residents within the specialty area. Supervises the multidisciplinary VIHA team members and coordinates team operations in conjunction with appropriate psychiatric support to ensure services excellence and assigns work as required. Responsible for a reduced clinical case load and the teaching, in group and individual settings, of staff with a variety of health education needs. Travels to other health care provider sites as required. Provides direct patient/client/resident care, teaching and problem solving.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Participates in VIHA staff recruitment, interviewing and hiring, work assignments, orientation, training and performance supervision according to work rules, regulations and collective agreements:

- Develops and implements staff orientation and training and manages student training;
- Trains staff in the care of patients/clients/residents and supports them to meet competency requirements;
- Utilizes knowledge and clinical expertise, provides in-service for staff and other health professionals and health care workers, in hospital, the community, and educational facilities regarding the care and treatment of patients/clients/residents and their families;
- Develops, recommends and evaluates education materials.

2. Provides Leadership:

- Coordinates the day-to-day clinical operations of the team by supervising and directing staff, and assigning work; scheduling staff for appropriate coverage, authorizing and approving overtime;
- Provides input into VIHA staff individual performance planning; monitors and evaluates staff performance and provides constructive feedback;

- Leads the daily organizational interagency meetings and treatment planning meetings;
 - Coordinates, consults and communicates with other teams and other resources which includes Physicians Follows up and contributes to the resolution of risk management issue;
 - Provides ongoing coaching and mentoring to facilitate performance improvement;
 - Continuously evaluates the status of clients and facilitates planning and coordination of treatment activities to ensure immediate attention to their changing needs.
3. Directs and/or coordinates, for each client, the comprehensive assessment of health, social and psychiatric history.
- Assessment will include, mental status, and diagnosis; physical health and dental health; use of drugs or alcohol; education and employment; social development and functioning; activities of daily living; and family structure and relationships.
4. Administration Support:
- Ensures documentation of nursing observations and interventions; maintains complete and accurate health records;
 - Collects and reports statistical data;
 - Participates in program activities to promote improvements to patient/client/resident care, problem solving and safe operation of the program;
 - Assists with other administrative duties as assigned.
5. Directs and/or coordinates the client admission process and treatment, rehabilitation and support services of the program in coordination with the psychiatrist.
- Schedules the admission interview; develops and coordinates the initial assessment and initial treatment plan;
 - Assigns the most appropriate staff to the individual treatment team and provides clinical supervision of the development of the comprehensive assessment and treatment plan for each client.
6. Initiates and maintains supportive relationships, in coordination with other staff, with law-enforcement and other human services agencies and with informal community resources.
7. Participates in the administration of program budget. Receives approval to purchase necessary equipment, supplies and covers travel and mileage expenses.
8. Quality Assurance/Improvement:
- Develops tools, processes and criteria/indicators to continuously evaluate program effectiveness and to identify program development needs, in collaboration with the Program Manager and other team members;
 - In consultation with team members, develops, reviews, revises and updates policies and procedures for the service area, ensuring consistency with applicable standards and procedures, Nursing and Professional Standards of Practice, and best practices/current knowledge.
9. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

University education equivalent to a Master's degree in a related health discipline from an approved post-secondary institution.

Current practicing Registration with the Professional Practice Body of the discipline.

Three years recent related experience in area;

Recognized post basic education related to mental illness, addictions and concurrent disorders;

Or an equivalent combination of education training and experience.

Skills And Abilities

- Demonstrated knowledge of and the ability to apply current theories, technologies, legislation and practices in the area of Assertive Community Treatment, mental health and the criminal justice system.
- Demonstrated knowledge of the characteristics and issues involved in the care of people with serious and persistent mental illness, substance abuse and addictions, aggressive behaviour who may be homeless.
- Demonstrated knowledge of and ability to apply program management principles.
- Demonstrated knowledge of the service systems found in urban down town environments and ability to operate effectively in this environment.
- Demonstrated knowledge of and the ability to apply the principles of adult education in general and functional rehabilitation in particular.
- Ability to communicate effectively both verbally and in writing.
- Ability to work as a member of an interdisciplinary, interagency team.
- Ability to organize workload and set priorities.
- Ability to work independently in challenging urban environments.
- Ability to plan, organize and evaluate patient/client/resident care.
- Ability to assess learning needs of people throughout the life cycle.
- Ability to deal effectively with a variety of internal and external contacts including co-workers, physicians, community agencies, representatives, patients/clients/residents and families.
- Travel is a requirement of this position and transportation arrangements must meet the operational requirements of the Vancouver Island Health Authority.