

Internal / External Job Posting #2025-021

Position:	Mental Health Case Manager	Job Status:	Temporary Part Time
Required Shifts:	Days, evenings, weekends	Reports to:	Program Manager
Hours of Work:	0.5 FTE	Hourly Rate:	Union Grade 6 (\$30.31 to \$34.88)
Location:	Bancroft	Union/Non-union:	Union
Date Posted:	April 2, 2025	Closing Date:	April 9, 2025, at 4:30PM

Please note that this is a temporary position with an anticipated contract end-date of September 12, 2025.

About Us:

The Canadian Mental Health Association Hastings Prince Edward (CMHA HPE) provides a wide range of services and programs to support individuals aged 16 and older in achieving their mental health and addiction recovery goals. Committed to promoting mental wellness and resilience, CMHA HPE offers crisis intervention, addiction services, and mental health support, ensuring everyone in the community has access to the resources they need to feel well. By fostering inclusive and supportive environments, CMHA HPE empowers individuals to lead fulfilling and healthy lives. For more information, visit [CMHA HPE](#).

Position Summary:

The Mental Health Case Manager (“MHCM”) works as a member of a multi-disciplinary team and is responsible for providing case management services to individuals with a serious mental illness who are living in the community. This position works in close partnership with acute care hospitals and community service agencies to provide assessment, intervention, supportive counselling, service coordination and follow-up to adults, 16-years of age and older. The MHCM is responsible for providing services to a caseload of 18-25 (pro-rated by FTE), unless otherwise directed, on an ongoing basis. All services are provided in accordance with the mission and established protocols of the Agency.

Minimum Qualifications & Experience:

- College diploma in a relevant area of health study
- Two years relevant experience providing services to individuals who live with a serious mental illness, in a community setting, preferred
- Certification in First Aid and CPR
- Applied Suicide Intervention Skills Training an asset
- Experience working within a case management model, preferred
- Equivalent combination of relevant education and experience may be considered
- Knowledge of and ability to apply discipline specific principles and practices to individuals who live with a serious mental illness, within a client-centred approach
- Demonstrated in-depth knowledge of mental health symptoms, issues, psychotropic medications and associated side effects
- Knowledge of issues related to addictions an asset
- Knowledge of and ability to incorporate best practices in community support for individuals living with a serious mental illness
- Demonstrated assessment and crisis intervention skills with broad knowledge of emergency mental health and crisis stabilization
- Demonstrated advanced clinical reasoning and decision-making skills
- Ability to effectively utilize community resources and supports to meet the needs of individuals
- Ability to work under pressure within a changing environment
- Working knowledge of the Health Care Consent Act, Mental Health Act, Personal Health Information Protection Act, and other relevant legislation Excellent communication and interpersonal skills in order to effectively engage community services and individuals, increasing awareness of services
- Well-developed problem-solving, prioritization and conflict resolution skills
- Ability to work autonomously as well as collaboratively in a multidisciplinary team environment
- Basic proficiency in computer skills; MS Office preferred
- Ability to work flexible hours and including weekends
- Must possess a valid Ontario Driver’s License and have regular access to a reliable vehicle and provide proof of adequate vehicle insurance
- Required to provide a satisfactory criminal reference check (CRC) and Vulnerable Sector prior to hire

BENEFITS AND PERKS:

At the CMHA HPE, we prioritize the well-being and professional growth of our employees. For part-time and temporary employees, we offer a percentage of pay in lieu of the health, dental, and vision insurance benefits enjoyed by our permanent full-time employees. We also offer a generous paid time off policy, and an employer-matched pension plan through HOOPP. Our team members enjoy flexible work arrangements to support a healthy work-life balance, ongoing professional development opportunities, and access to wellness programs and resources. Additionally, we provide a supportive and inclusive work environment that values diversity and fosters a culture of collaboration and respect. Join us and be part of a community dedicated to making a meaningful impact on mental health and well-being.

HOW TO APPLY:

Please submit a resume and cover letter quoting competition number 2025-021 to careers@cmhahpe.ca prior to the closing date of April 9, 2025, at 4:30PM.

ACCESSIBILITY STATEMENT:

The Canadian Mental Health Association HPE is committed to creating an inclusive and accessible workplace for all employees. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), we strive to ensure that our



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recruitment and hiring processes are barrier-free and provide accommodations for candidates with disabilities. If you require an accommodation at any stage of the recruitment process, please inform us and we will work with you to meet your needs. We are dedicated to fostering an environment that respects and values the diversity of our team and the communities we serve.