



**Canadian Mental  
Health Association**  
Prince Edward Island

**Employment Opportunity  
Transitional Housing Program  
Housing Support Worker**

The Canadian Mental Health Association (CMHA) is the nation-wide leader and champion for mental health. CMHA facilitates access to the resources people require to maintain and improve mental health and community integration, build resilience, and support recovery from mental illness.

The PEI Division of the Canadian Mental Health Association requires the services of a qualified individuals to work as a Transitional Housing Support Workers – *Transitional Housing Program*: A supported transition for individuals who require housing support and skill development to eventually live independently. This is **three (3) casual positions**. This positions will be located at our Charlottetown office.

**No. of Vacancies: 3 Casual positions**

**Job Summary:**

- Provides information to clients on policies and procedures related to accommodation, pandemic protocols, communication, safety, referrals, health, and medication
- Provides assistance to clients to settle into temporary housing like household duties including but not limited to cooking, cleaning, medication management, budgeting etc.
- Evaluates and provides appropriate crisis support and interventions to clients.
- Creates and facilitates activities for clients that promotes wellness and independent living
- Monitors the safety and security of clients and takes appropriate actions and reports accordingly any security issues that arise
- Collaborates and develops partnerships with community organizations and government agencies for referral of clients as to available services
- Ensures proper documentation by keeping an accurate and up to date records of clients
- Maintains confidentiality of information

**Requirements:**

**Education:**

- Relevant University or Bachelors Degree (social work, psychology etc.) or a community College Diploma in a related subject area (Youth Worker, Human Services, RCW, Correctional, etc)

**Experience:**

- A minimum of 3 years' experience working with clients with complex needs
- Experience working with community agencies
- Experience working in and developing collaborative partnerships
- Experience working in a supported housing environment
- Direct experience or in-depth knowledge of the social determinants of health and the population housing needs

**Key Skills and Abilities:**

- An understanding and ability to work within a harm reduction approach and recovery-oriented program delivery model
- Sound Knowledge of the social determinants of health
- Excellent verbal and written communication skills
- Demonstrated ability to work effectively in a team leader capacity

- Demonstrated ability to be flexible in work assignments
- Sounds knowledge and understanding of pertinent community services, policies and legislation
- Excellent organizations skills and the ability to work independently and within a team environment
- Ability to make decisions with minimal supervision
- Ability to work collaboratively with community partners
- Highly motivated self-starter with the ability to multitask in high pressure environment
- Ability to input data using documentation software, electronic client files and evaluation tools
- Innovative with excellent problem solving skills
- Knowledge of client support services and resources within the community
- Excellent assessment, crisis intervention, problem solving and organizational skills
- Ability to manage operations and facilities
- Ability to complete evening on-call rotation

**Other Requirements**

- Vehicle and valid driver’s license required (frequent travel within the community)
- A satisfactory and current criminal records check
- CPR/First Aid

*An asset to this position is a solid knowledge, sensitivity, and/or lived experience relating to the issues of mental health and addictions.*

**Other Assets:**

Applied Suicide Intervention Skills Training (ASIST), Mental Health First Aid, Motivational interviewing, Non-Violent Crisis Intervention and the management of concurrent disorders

**Hours of work:** days, evenings, overnights, and some weekends (program operates 24/7)

**Location:** Charlottetown, PEI

**Closing Date for Application: Monday , May 30, 2022 at 9 p.m. AST**

**Start Date:** As soon as possible

Interested candidates should apply with their resume and covering letter by either mail or email to:

**HR Coordinator**

CMHA PEI Division

178 Fitzroy Street, P.O. Box 785,

Charlottetown, PE, C1A 7L9

Email: [hr@cmha.pe.ca](mailto:hr@cmha.pe.ca)

**(please indicate on subject line: 029 –TH Transitional Housing Support Worker)**

CMHA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

**This opportunity is only available for candidates legally entitled to work in Canada.**

**We thank all applicants who apply, however only those selected for an interview will be contacted.**