



**Canadian Mental  
Health Association**  
Prince Edward Island

## **Employment Opportunity West Prince Housing Program Housing Support Worker**

The Canadian Mental Health Association (CMHA) is 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 individual to work as a Housing Support Worker in the *West Prince Housing Program*. This is a **1 FTE contract position until March 29, 2024** with possibility of extension. This position will be located at our Alberton office.

**No. of Vacancy: 1 Full -Time Employment (FTE) contract position until March 29, 2024**

Salary of the position is 45,084\$ - 51,816\$ per year or 23.12\$ - 26.57\$ / hour (37.5 hours per week)

### **Job Summary:**

- Provides information to clients on policies and procedures related to accommodation, pandemic protocols, communication, safety, referrals, health, and medication.
- Development of life skills including but not limited to cooking, cleaning, medication management, budgeting etc.
- Connects clients with access to community resources based on individual needs.
- Assess and evaluates individual client's progress using SPDAT system.
- 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 record of employment and educational supports provided to each individual served.
- Maintains confidentiality of information

### **Requirements:**

Education:

- Relevant degree in Social Sciences (social work, psychology etc.)

### **Experience:**

- Experience working with clients with complex needs.
- Direct experience or in-depth knowledge of the social determinants of health and the housing first model
- Experience working with community agencies

### **Key Skills and Abilities:**

- An understanding and ability to work within a recovery-oriented program delivery model
- Flexibility and a client-centered approach based on client needs
- Excellent verbal and written communication skills
- Ability to work independently and within a team environment
- Ability to make decisions independently with minimal supervision
- Ability to provide community and in-home based services on a regular basis
- Ability to work collaboratively with community partners
- Highly motivated self-starter with the ability to multitask in a high-pressure environment
- Ability to input data using documentation software, electronic client files and evaluation tools
- Working knowledge of Microsoft Office computer software

- 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

**Physical Requirements:**

- Must be able to do some lifting up to 20 lbs.
- Must be able to work within close proximity to co-workers, clients/ members
- Must be able to stand, walk, and sit for extended period of time
- Must be able to stoop, kneel, bend, and crouch
- Must be able to climb stairs
- Must be able to reach with hands and arms
- Must be able to work indoor and outdoor for activities/programming with co-workers, clients/members

**Other Requirements:**

- Valid driver's license, access to reliable vehicle and good driving record are essential
- 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), Motivational interviewing, Non-Violent Crisis Intervention and the management of concurrent disorders

**Hours of work:** 37.5 hours per week. Some evening work maybe required

**Location:** Alberton, PEI

**Closing Date for Application:** This job ad will remain open until the position is filled

**Start Date:** As soon as possible

Interested candidates should apply with their resume and cover 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: 064 –WP Housing Support Worker)**

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

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